Organiser Manual

For Convene Web Portal Version 3.8.x

Manual Version: 20141218R1

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Convene Overview

Welcome to Azeus Convene

Azeus Convene is a cross-platform paperless boardroom solution that enables corporate administrators and board members to share and communicate via a central platform of documents and meetings. Accessible through web browser, iPad, iPhone* and Android devices, Convene streamlines the board meeting processes and reduces risk by providing directors easy and secure access to important board information and materials anywhere, anytime.

* The iPhone version has limited functionality

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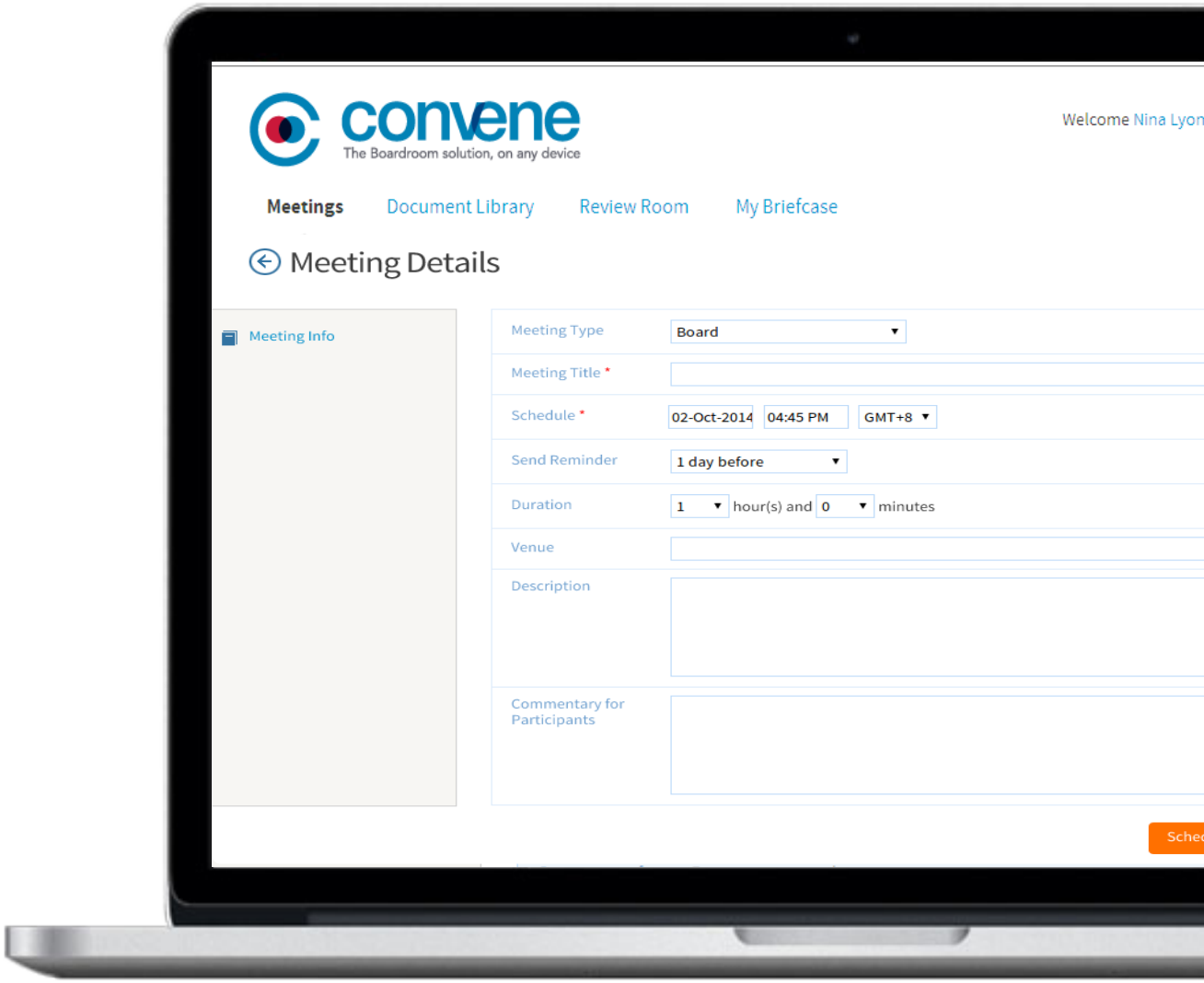
Web Portal Access and Sign In

The Convene app is tightly integrated with the Convene portal, which not only serves as a meeting management portal, but also as a robust document repository. Meeting organisers can use the web portal to efficiently schedule meetings, invite and produce meeting materials, drastically cutting the time needed to prepare for a meeting. Use the portal to easily manage your organisation's documents.



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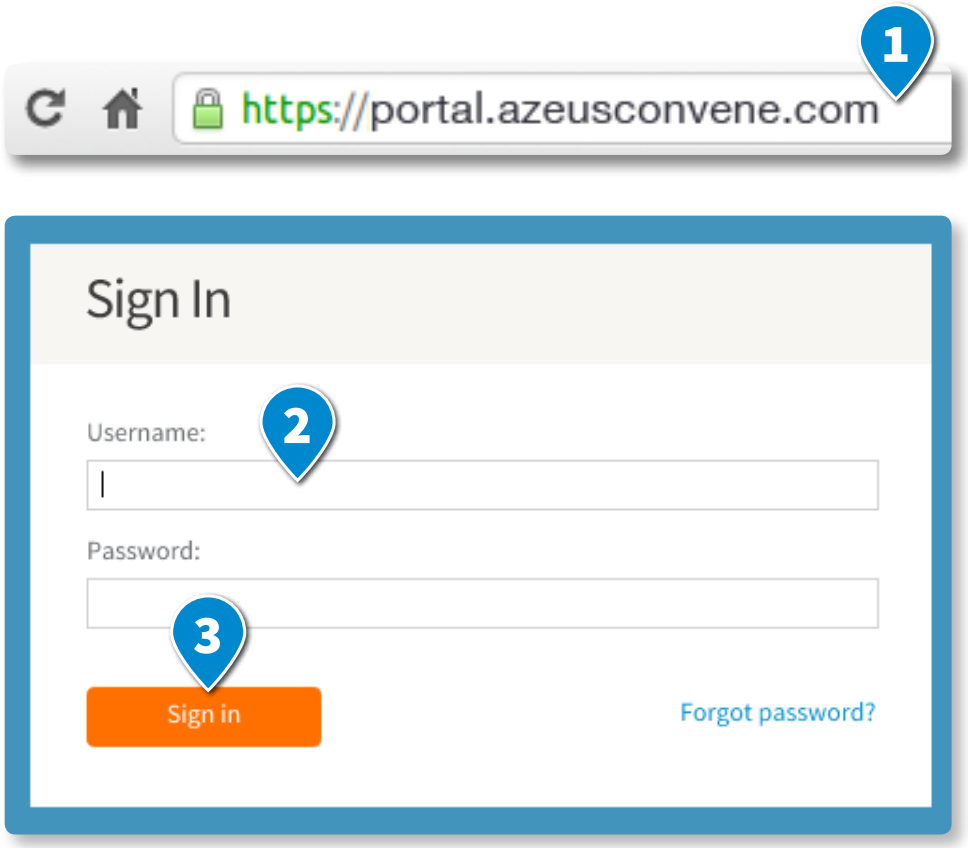
Web Portal Access and Sign In

Sign in to the Web Portal

1. On your Mac or PC, open a web browser and go to the address provided by your administrator.
2. Enter **Username** and **Password**.
3. Click **Sign In**.



For cloud users, this would typically be in the form of *https://<your organisation>.azeusconvene.com.*

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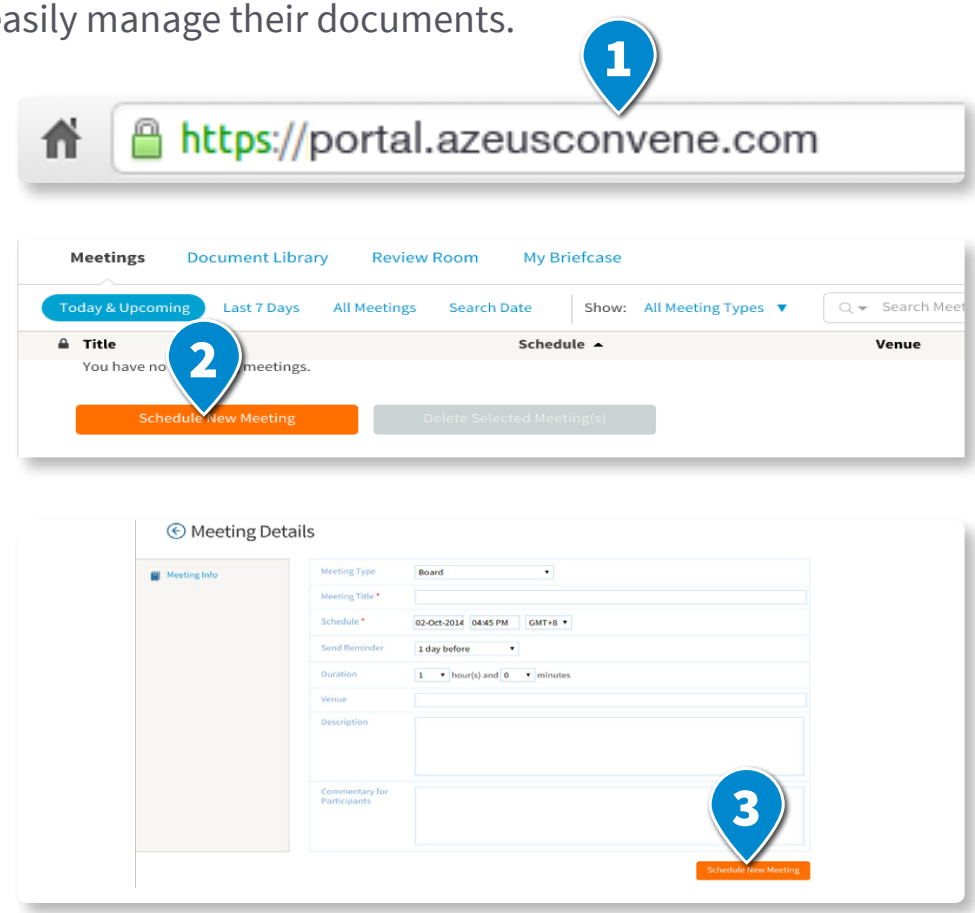
Meetings
Schedule a Meeting

The Convene app is tightly integrated with the Convene web portal, which simplifies the creation and preparation of board packs for meetings and automates processes that take place in between. Meeting organisers can use the web portal to efficiently schedule meetings, invite and produce meeting materials, drastically cutting the time needed to prepare for a meeting. Directors can also use the portal to easily manage their documents.

To schedule a meeting on the Convene web portal:

1. Access the **web portal** and sign in.
2. In the **Meetings** tab, click **Schedule New Meeting**.
3. Specify the meeting details and click **Schedule New Meeting**.



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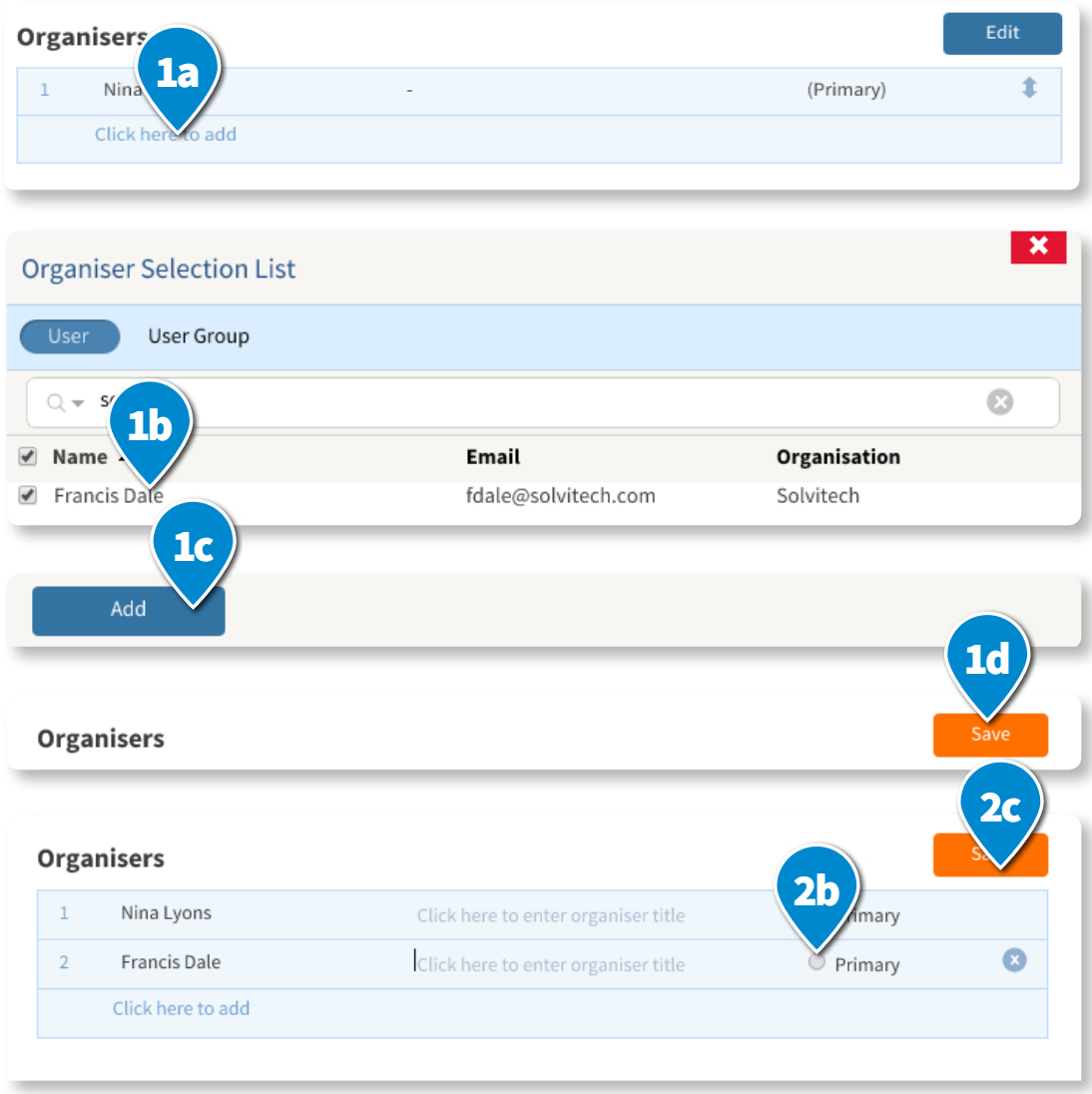
Meetings

Manage Organisers

Organisers have the ability to facilitate the meeting and have permissions for most actions related to the meeting. Please refer to **Meeting Roles and Permissions** for more details.

1. To add organisers:
    a. Under the **Organisers** section, click **Click here to add**.
    b. Tick the users you want to add.
    c. Click **Add**.
    d. Click **Save**.

2. Primary organisers cannot be removed. To assign a Primary organiser:
    a. Click **Edit**.
    b. Tick the selected organiser.
    c. Click **Save**.



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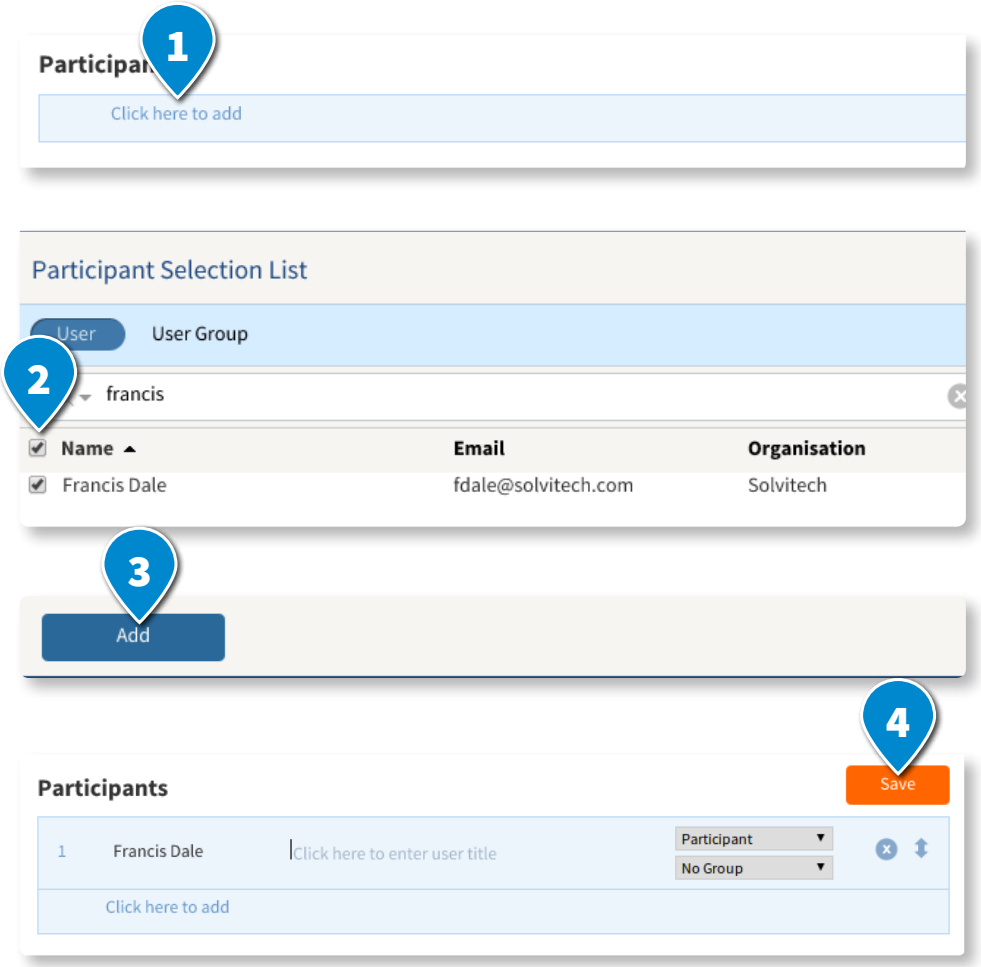
Meetings

Invite Participants to a Meeting

1. Click **Click here to add.**
2. On the **Participants Selection List**, select the participants
3. Click **Add**.
4. Click **Save**.



*For public users: enter email addresses one at a time and hit Enter.

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Meetings

Meeting Roles and Permissions

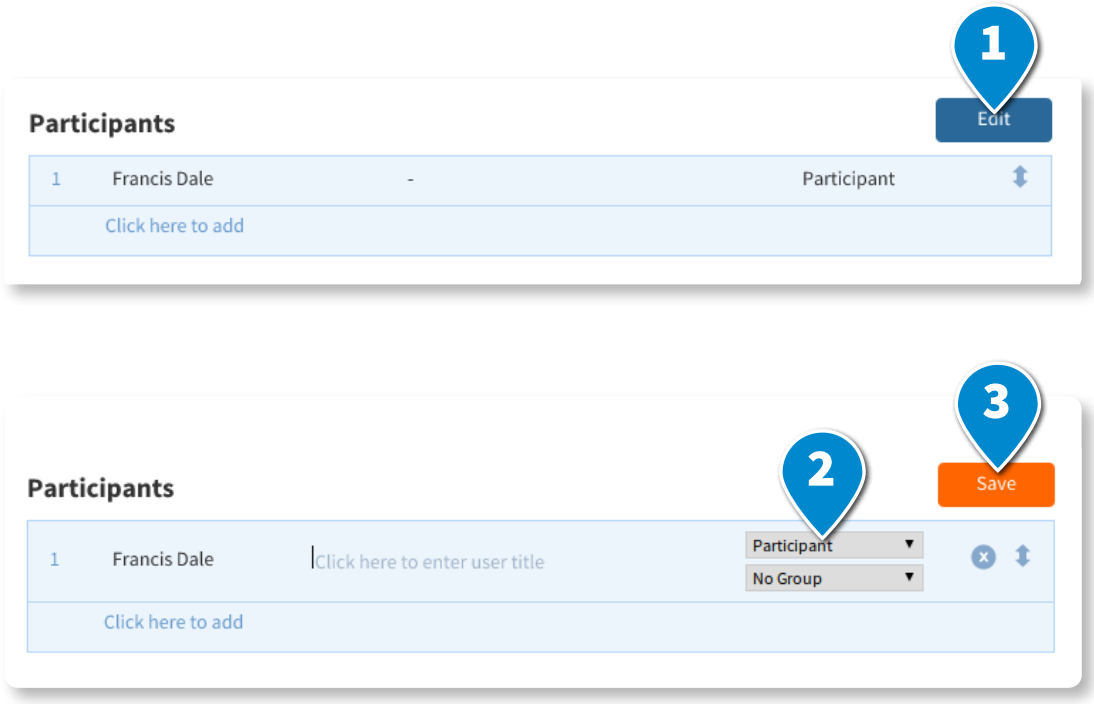
About Meeting Roles and Permissions

In an Convene meeting, participants can have different meeting roles that define what they can and cannot do in the meeting. Each role, depending on the configuration, can have any number of meeting role permissions.

Assigning Meeting Roles

Meeting roles are assigned in the Meeting Details screen of the portal.

1. Under **Participants**, click **Edit**.
2. In the **Participants** drop-down list, choose a role.
3. Click **Save**.



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Meetings

Meeting Roles and Permissions

Default Roles and Permissions

Convene has a number of built-in roles and permissions to help you get started right away. However, these roles can be customised by your system administrator as appropriate for your organisation.

CHAIRPERSON

The Chairperson role is intended for the user who will facilitate the meeting. Depending on the system configuration, a user with this role can have any of the following roles:

- Manage meeting details, status and notifications
- Manage agenda and meeting files
- Manage participants
- Start and end meeting
- Download meeting files to desktop
- Export meeting pack
- Add shared annotations
- Add private annotations
- Assign presenter role during meeting
- Upload and manage meeting minutes
- Read all participants' private annotations*
- Edit all participants' shared text notes after meeting*

* These permissions are disabled for the Chairperson by default

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Meetings

Meeting Roles and Permissions

SECRETARY

The secretary role has, by default, the same permissions as the Chairperson.

PARTICIPANT

A meeting participant can do the following:

- Download meeting files to desktop
- Add shared annotations
- Add private annotations

MEETING ORGANISER

By default, the Meeting Organiser is the user who scheduled the meeting, but other users may also be added as Meeting Organisers. Depending on the configuration, the Meeting Organiser(s) can have the same permissions as the Chairperson except for the following:

- Read all participants' private annotations
- Edit all participants' shared text notes after meetings

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Meetings
Add Agenda Items

1. To add agenda items:

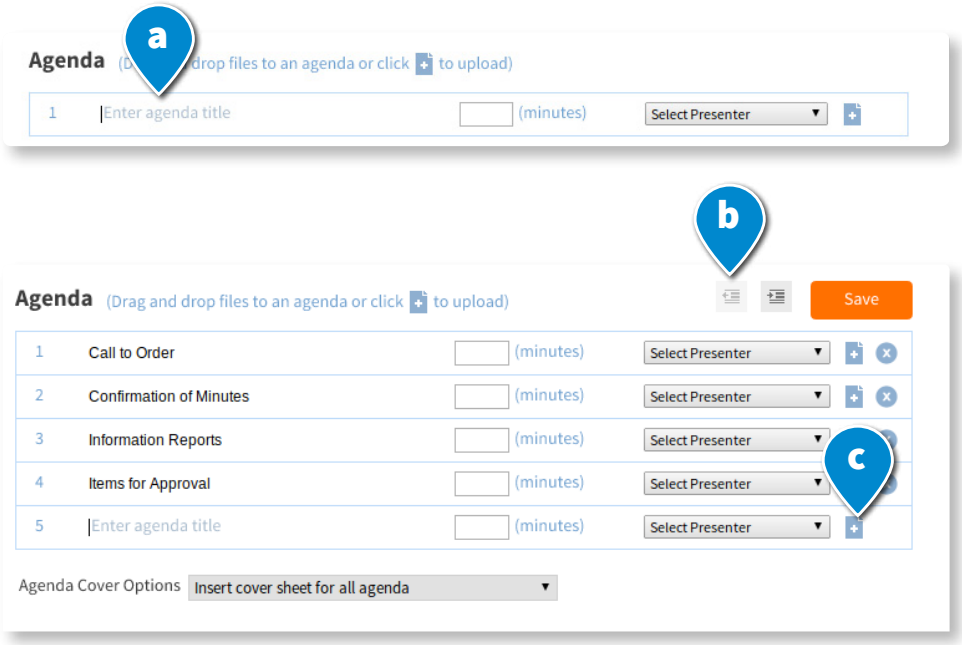
   a. Under **Agenda**, enter an agenda item and hit enter after each one.

      (Optional) In the minutes field, type the number of minutes allotted for that agenda.

      (Optional) In the **Select Presenter** drop-down list, choose the participant who will present that agenda item.

   b. To change the level of the agenda item, click or .

   c. Drag and drop files to each agenda item or click next to the agenda item to display the **File Selection List**.*


a
Agenda
drop files to an agenda or click to upload)
1
Enter agenda title
(minutes)
Select Presenter
b
Agenda
(Drag and drop files to an agenda or click to upload)
Save
1 Call to Order (minutes) Select Presenter
2 Confirmation of Minutes (minutes) Select Presenter
3 Information Reports (minutes) Select Presenter
4 Items for Approval (minutes) Select Presenter
5 Enter agenda title (minutes) Select Presenter
c
Agenda Cover Options
Insert cover sheet for all agenda

* For IE9, please refer to the help topic **Drag & Drop Upload for IE9**.

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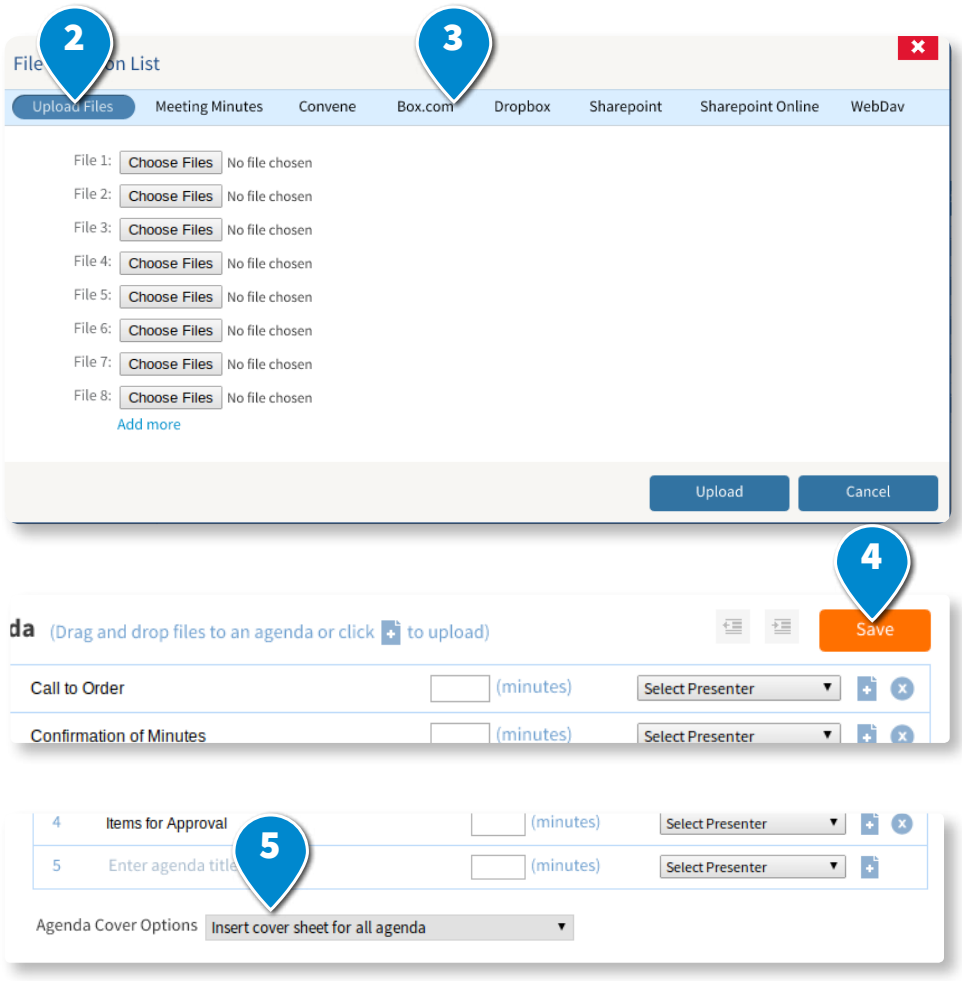
Meetings
Add Agenda Items

2. To upload files using the **File Selection List**:
    a. In the **Upload Files** tab, click **Choose Files**.
    b. Select the file on your computer.
    c. Repeat to add more files.
    d. Click **Upload**.
3. To use files from repositories, such as *Dropbox*, *Box.com*, or *Sharepoint*, in your meeting:
    a. Click the tab for your chosen repository.
    b. For first time access to *Box*, *Dropbox*, or *SharePoint*, you will be prompted to provide your sign in account.
    c. Select the file(s) you wish to add.
    d. Click **Add**.
4. Click **Save**.
5. Select the preferred settings for **Agenda Cover Options**.



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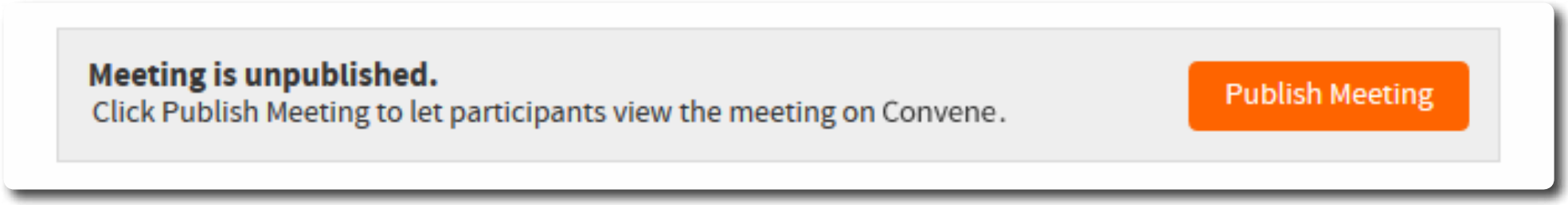
Meetings

Publish the Meeting



A meeting needs to be published* to notify the participants and make the meeting visible in the participants' mobile devices. This allows meeting organizers to create a draft agenda and then move it to a finalized state once agreement is reached.

To publish the meeting, click **Publish Meeting****. Once published, the meeting will be visible in the **Meetings** tab of the **Convene app** for users who are part of the meeting.

* Automatic publishing can also be enabled by the administrator

** If a user starts an unpublished meeting in the Convene app, user will be prompted to publish the meeting.

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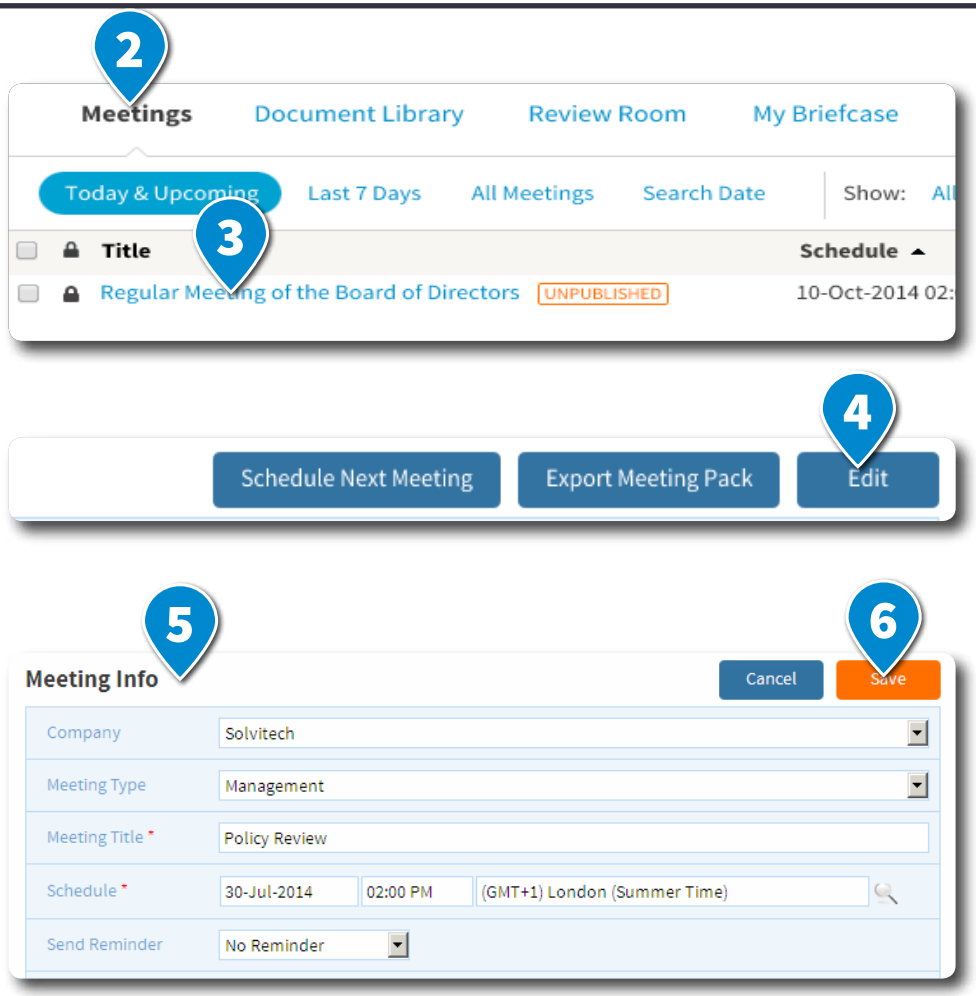
Meetings

Update Meeting Information

Once a meeting is published, only the organiser, or those assigned the role of Chairperson, can update meeting information.

1. Access the **web portal** and sign in.
2. Go to the **Meetings** tab.
3. Select the meeting you created.
4. To update the Meeting Info, Participants, or Agenda, click **Edit**.
5. Change the details you want to update.
6. Click **Save**.
7. Updates are distributed automatically to participants' devices.



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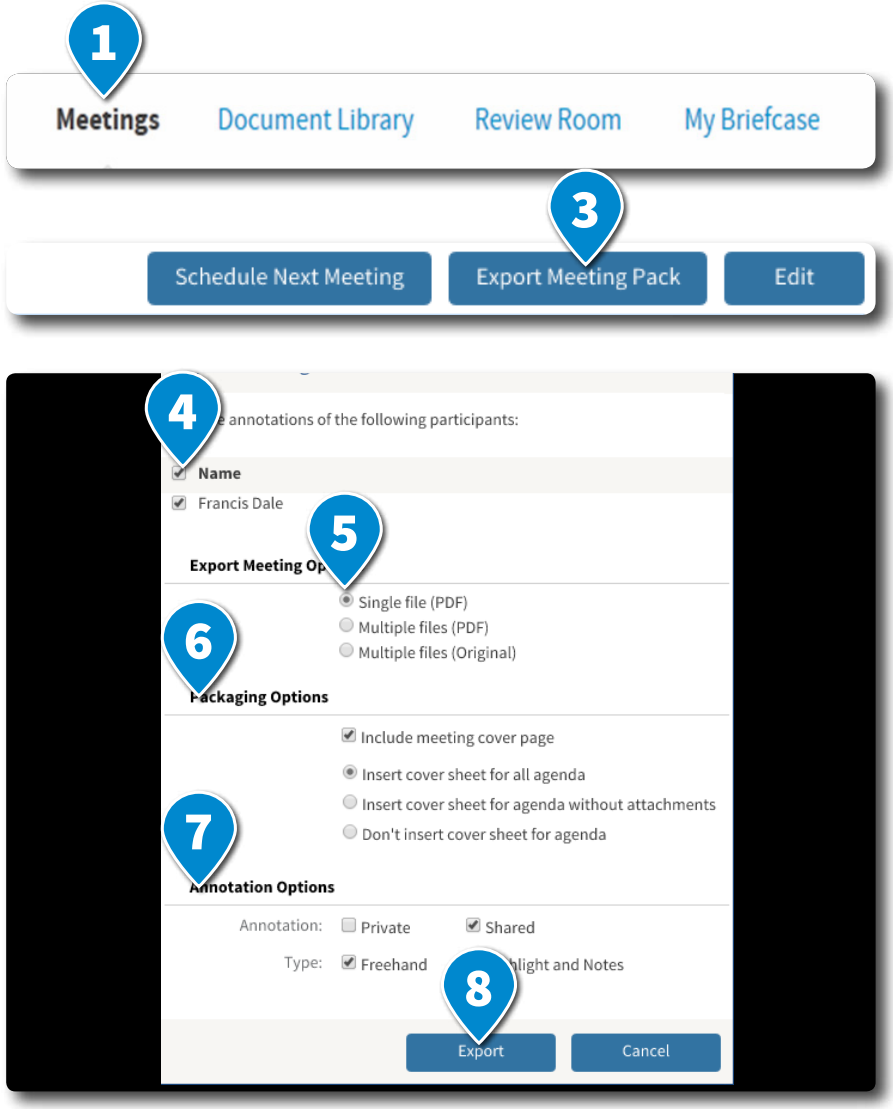
Meetings

Export Printable Board Pack

Meeting organisers can use the **Export Meeting Pack** function for participants who wish to use a printed version of the board pack.

1. In the **web portal**, go to the **Meetings** tab.
2. Select the meeting with the documents you want to export.
3. Click **Export Meeting Pack**.
4. Select the participants whose annotations you want to include.
5. Select the **Export Meeting Options**.
6. Select the **Packaging Options** to generate a **Meeting Cover**, **Agenda Cover**, or both*.
7. Select the **Annotation Options**.
8. Click **Export**.



*The **Meeting Cover** is a page at the beginning that will include the meeting details, list of agendas, and list of participants. The **Agenda Covers** are pages that are generated for each agenda item showing the agenda item's description.

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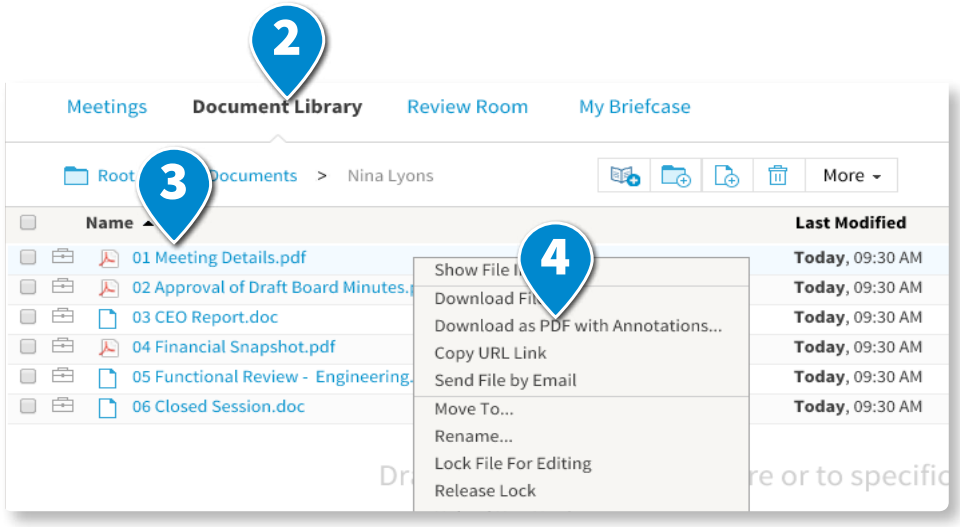
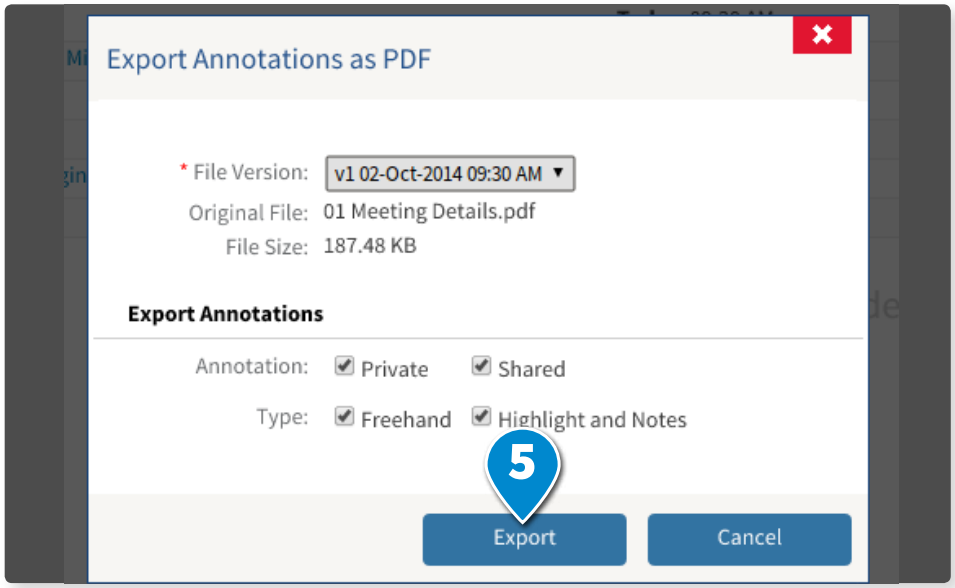
Meetings

Download Meeting Annotations & Notes

You can export the annotated version of a document in PDF format from the **Document Library** page on the Convene web portal.

1. Access the **web portal** and sign in.
2. Go to the **Documents Library** tab.
3. Look for the file(s) whose annotations you want to export.
4. Right-click the file then click **Download as PDF Annotations**.
5. In the **Export Annotations as PDF** dialog, click **Export**.





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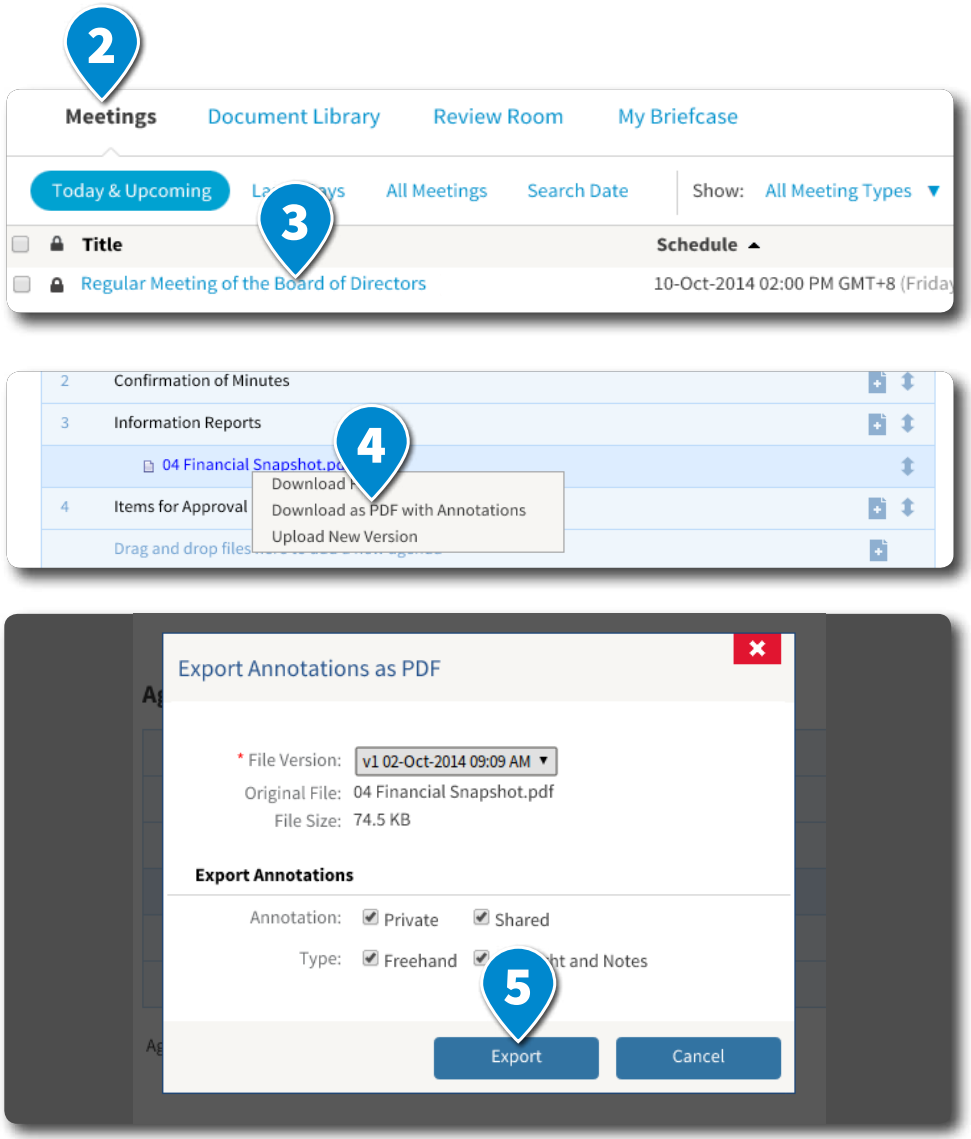
Meetings

Download Meeting Annotations & Notes

You can also export the annotated version of the meeting documents in PDF format from the Meetings page on the Convene web portal.

1. Access the **web portal** and sign in.
2. Go to the **Meetings** tab.
3. Click the meeting from which you want to export the annotations.
4. Under **Agenda**, right-click on a file and select **Download as PDF with Annotations**.
5. Click **Export**.



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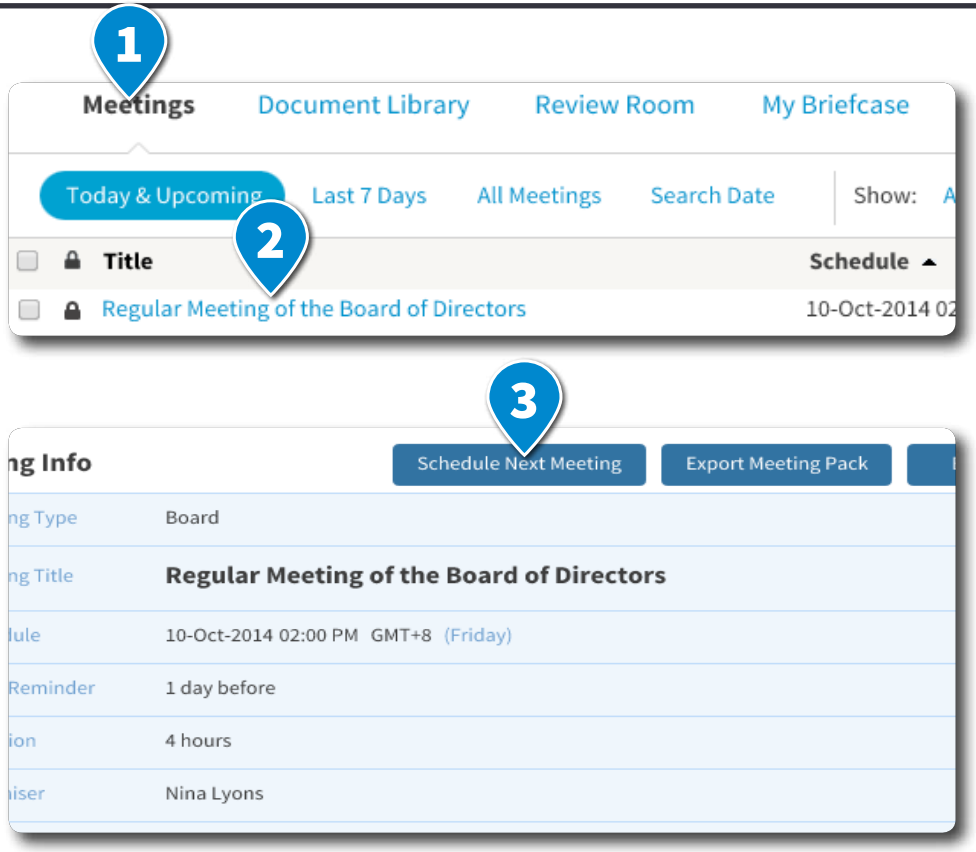
Meetings

Schedule Next Meeting

To save time, Convene allows you to schedule a new meeting using the details of a previous meeting, without having to manually copy the details.

1. In the **web portal**, go the **Meetings** tab.
2. Click the meeting you want to copy.
3. Click **Schedule Next Meeting**.
4. Fill up the details and click **OK**.

   Please refer to the help topic **Schedule a Meeting on the Web Portal** for more information.



Continue a Previous Meeting

Previous meetings, those that were ended, or ongoing meetings where participants have only exited, can be continued. Please refer to the help topic **Start a Scheduled Meeting** for instructions.

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Meetings

About Meeting Status

There are four types of meeting status: **Unpublished**, **Published**, **In Progress**, and **Closed**.

Unpublished Meeetings can only be viewed by organisers.

Published Meetings can be viewed by both organisers and the invited participants.

In Progress Meetings are those that have started, either through the portal or the app, but not yet ended. You can still modify the agenda but you will need to publish the updates for them to be seen by participants.

Closed Meetings are those in which the details can no longer be modified because the the specified period has elapsed. By default, the system is configured so that meetings will never be closed. However, the system master can specify the number of hours before they are closed.

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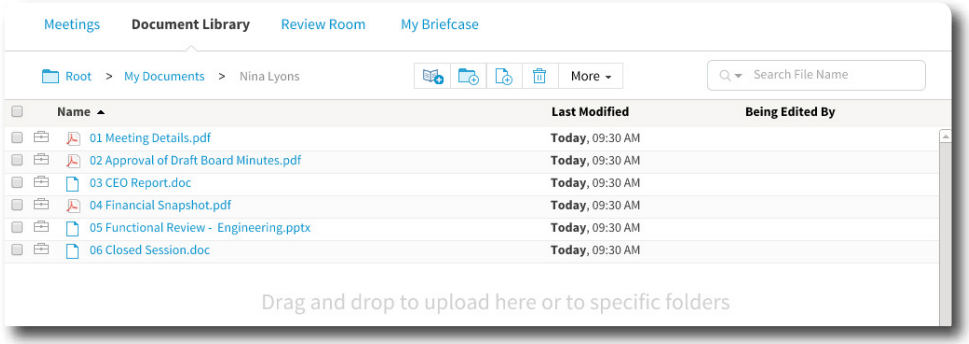
Documents
About Documents

Aside from being a place where you can manage meetings, the Convene web portal serves as a document repository where you can upload, organise, share files* with others users, and control who has access. Using the Convene app, you can access your documents and files on the web portal to view, annotate, or add to a meeting. You can also link them to the meeting agenda when scheduling meetings on the web portal.



The Document Library will provide the organisation with a central hub for securely sharing board and committee documents to its members.

*Convene supports Microsoft Office 2003 & 2007 (Word, Excel, Powerpoint), PNG, JPEG, and PDF files.

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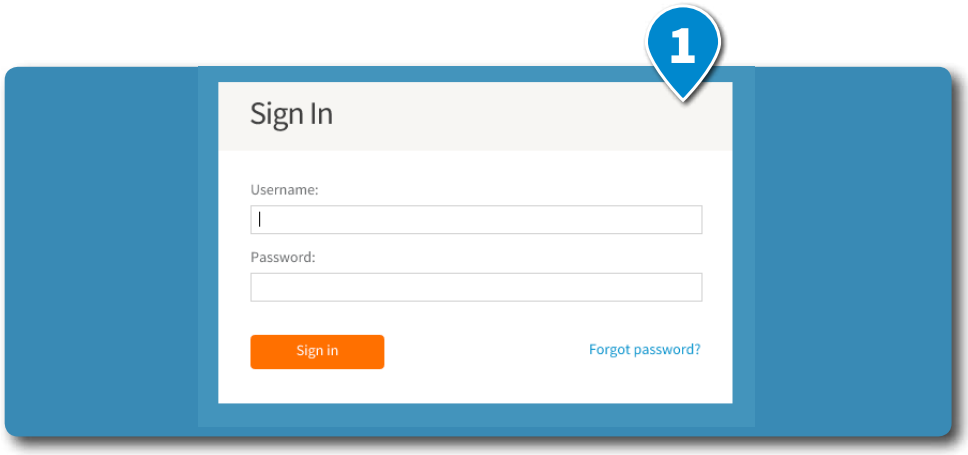
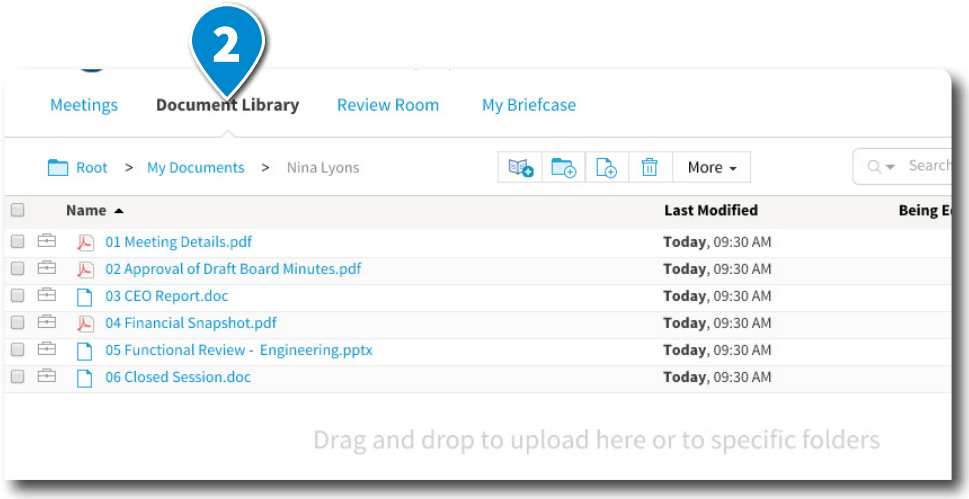
Documents
Shared Folders

Shared folders can be viewed by users of the **web portal** under the **Documents** tab, while users of the **Convene app** or meeting participants can also view the same folders under **Documents** in the app.

1. Access the **web portal** and sign in.

2. Go to the **Document Library** tab. Here you will see a collection of files and folders.




2
Meetings
Document Library
Review Room
My Briefcase
Root > My Documents > Nina Lyons
More
Name
Last Modified
01 Meeting Details.pdf Today, 09:30 AM
02 Approval of Draft Board Minutes.pdf Today, 09:30 AM
03 CEO Report.doc Today, 09:30 AM
04 Financial Snapshot.pdf Today, 09:30 AM
05 Functional Review - Engineering.pptx Today, 09:30 AM
06 Closed Session.doc Today, 09:30 AM
Drag and drop to upload here or to specific folders

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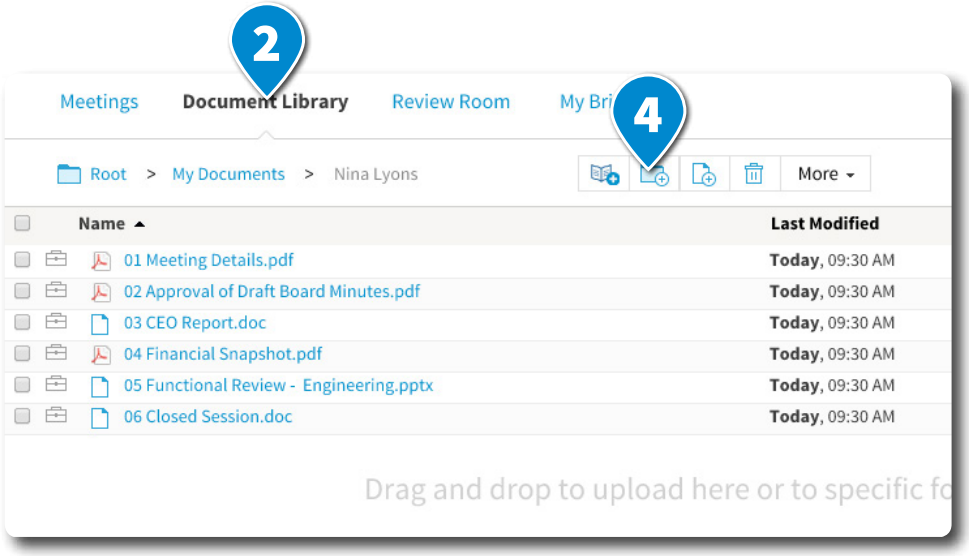
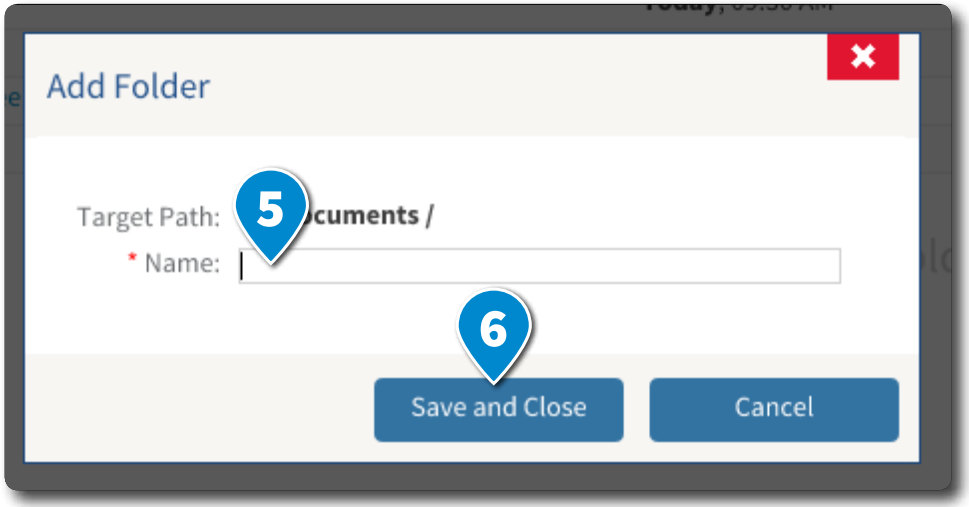
Documents
Create Folders

You can only create or add folders in your personal folder, or in folders that you were granted access rights to. If you do not have access right to a folder, the option to add a new folder will not be available.

1. Access the **web portal** and sign in.
2. Go to the **Document Library** tab.
3. Go to a folder to which you have access.
4. Click .
5. Type the name of the new folder.
6. Click **Save and Close**.





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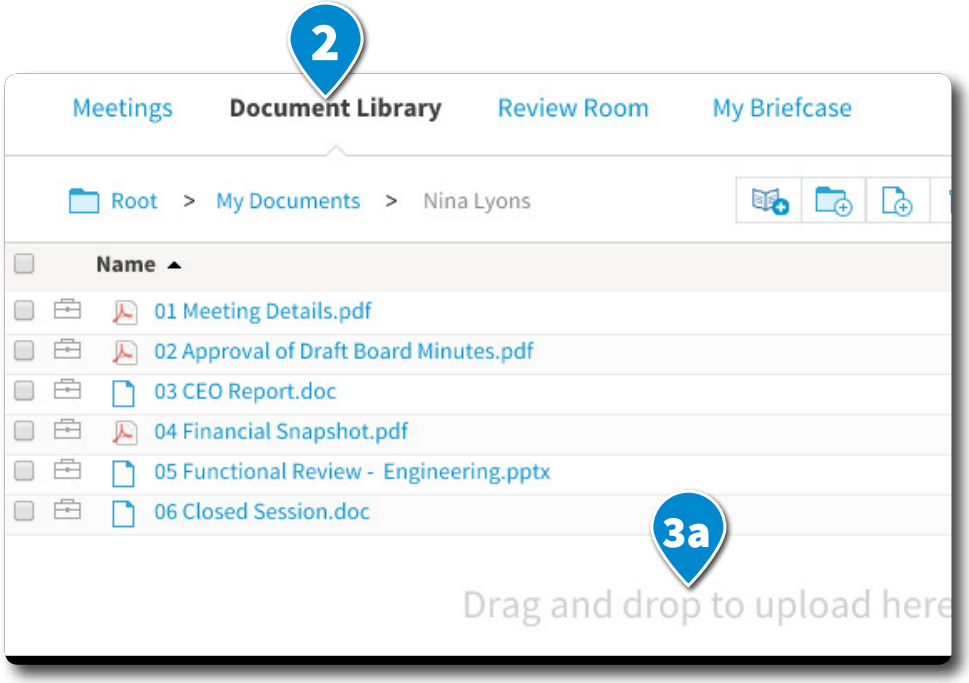
Documents
Upload Files

You can only upload or add files in your personal folder, or in folders that you were granted access rights to. If you do not have access right to a folder, the option to add a new file will not be available.

1. Access the **web portal** and sign in.
2. Go to the **Document Library** tab.
3. a. You can upload by drag-and-dropping files from your PC to specific web folders.*



* Drag and drop is only available for browsers that support HTML5.

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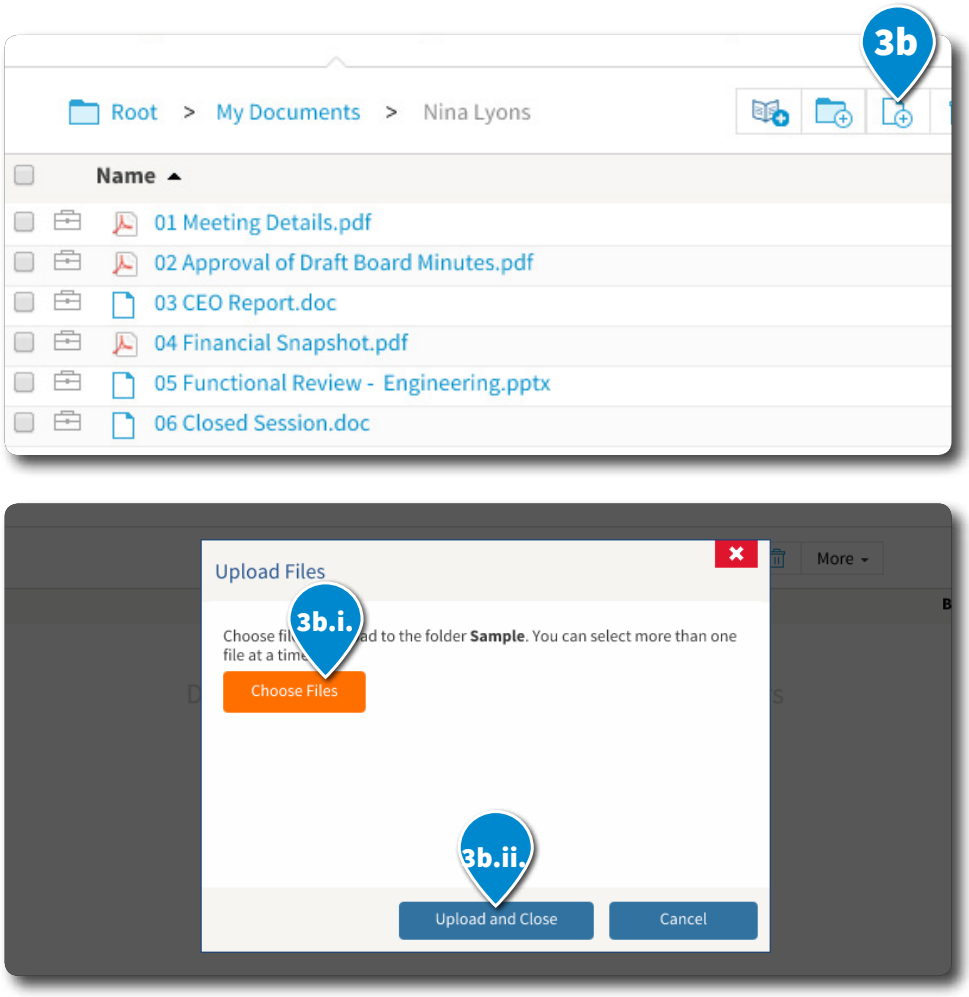
Documents
Upload Files

b. You can also upload by clicking Add File button on the toolbar.

   i. Click on **Choose Files** and select the files(s) you want to upload. You can select multiple files to upload*.

   ii. Click Upload and Close.



* Screen may look different if your browser does not support HTML5 or does not have Adobe Flash installed.

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Documents

Upload New Version of Files

You can only update files that you uploaded or have access rights to.

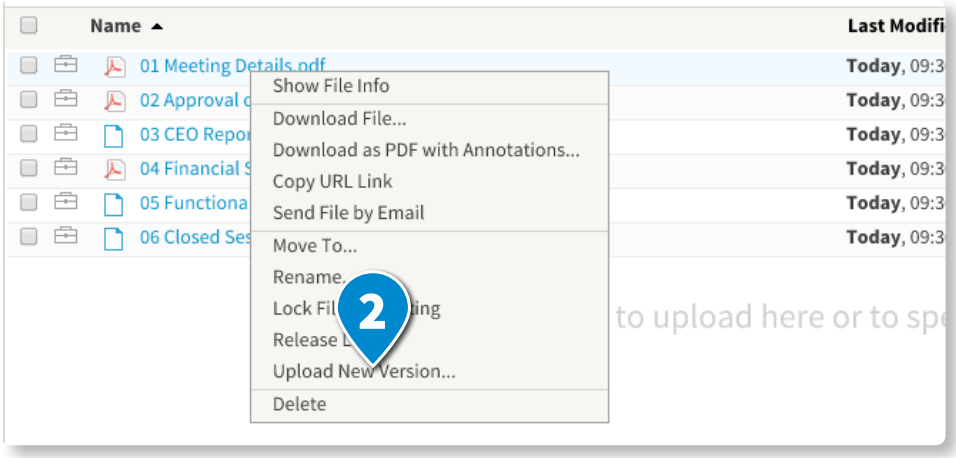
To upload new versions of existing files:

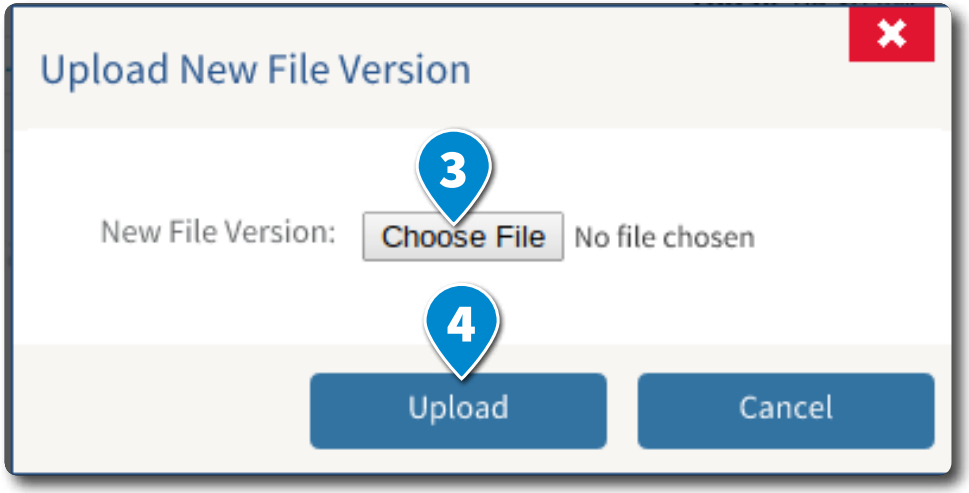
1. Under the **Document Library** tab, find the file you want to update with a new version.

2. **Click** on the file and click **Upload New Version**.

3. Click **Choose File** and select the new version of the file.

4. Click **Upload**.





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Documents
Rename Folders and Files

You can only rename folders and files that you have access rights to.

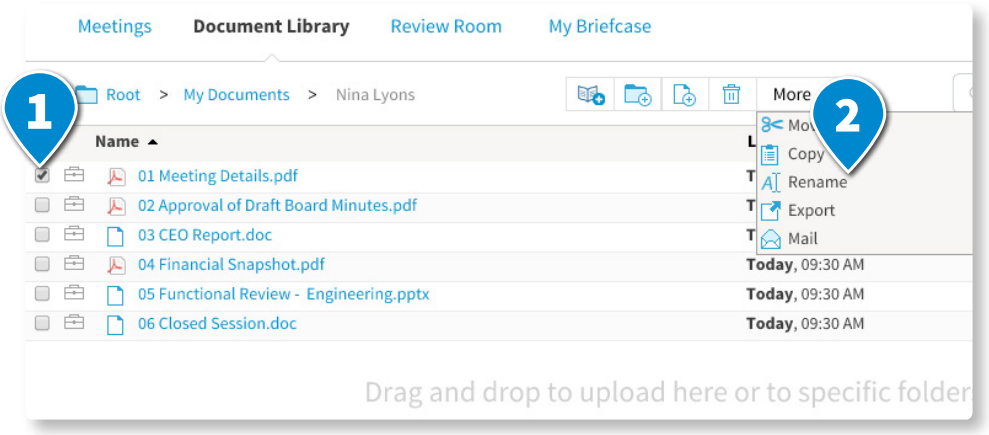
To rename folders and files:

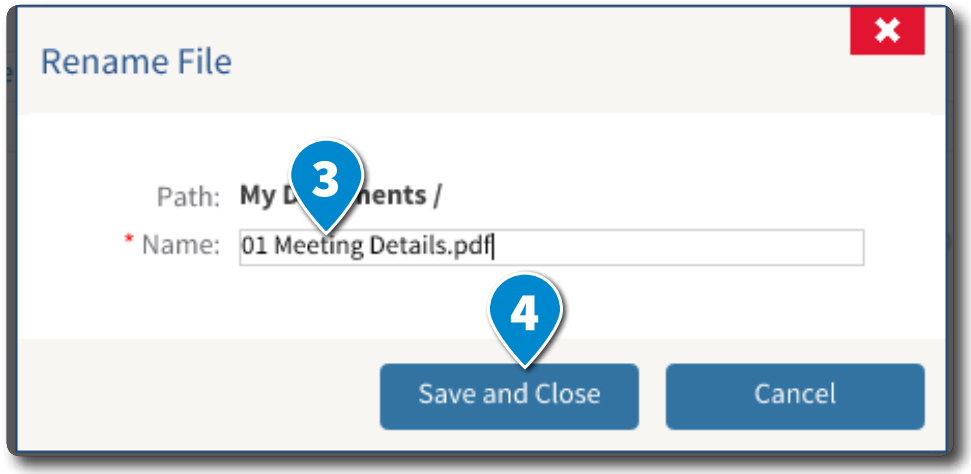
1. Under the **Document Library** tab, tick the folders or files that you want to rename.

2. Click **More** then click **Rename**.

3. Type the new name of the folder or file.

4. Click **Save and Close**.





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Documents

Move Folders and Files

You can only move folders and files that you have access rights to.

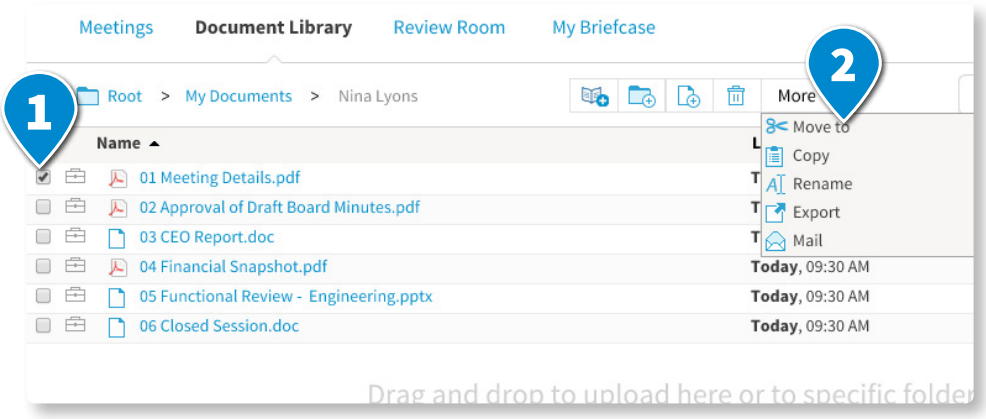
To move folders and files:

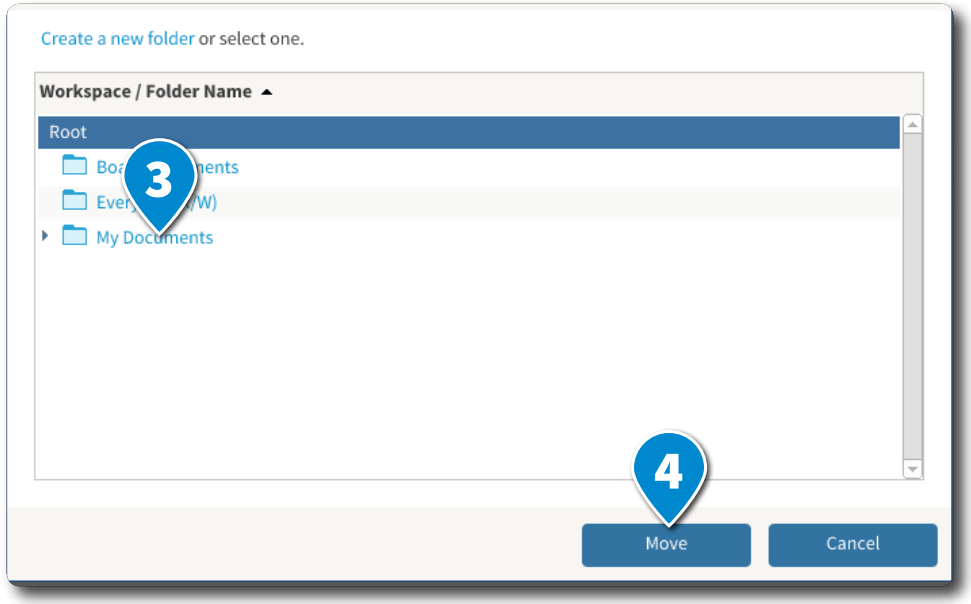
1. Under the **Document Library** tab, tick the files and folders you want to move.

2. Click **More** then click **Move to**.

3. Select the folder where you want the selected file(s) to be moved.

4. Click **Move**.





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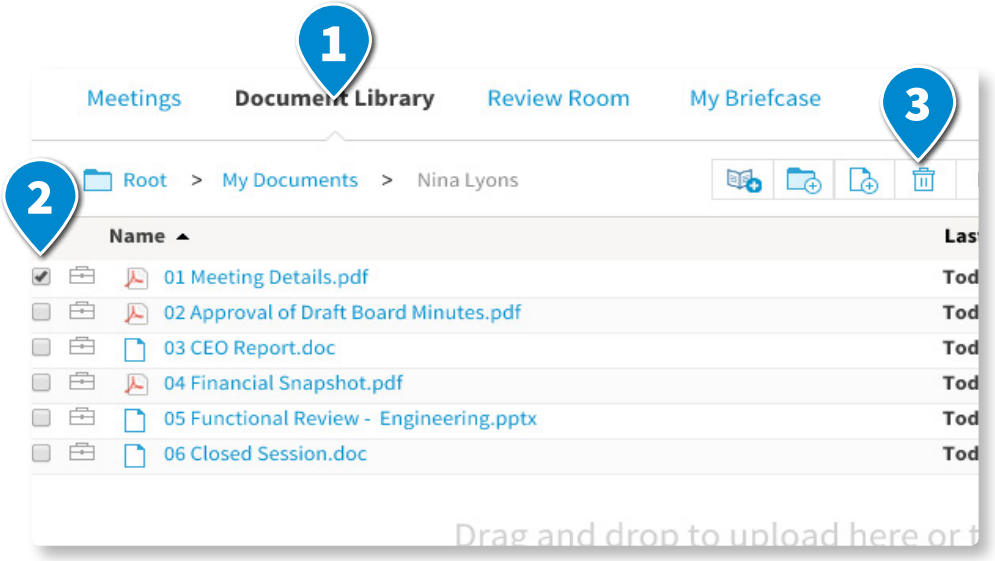
Documents

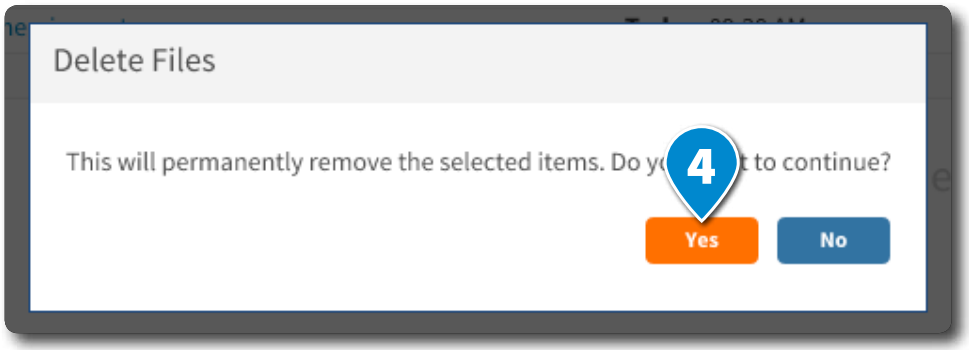
Delete Folders and Files

You can only delete folders and files that you have access rights to.

To delete folders and files:

1. Under the **Document Library** tab, find the personal folders or files that you want to delete.
2. Tick the folder or file.
3. Click **Delete** button on the toolbar.
4. Click **Yes** to confirm deletion.





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Documents

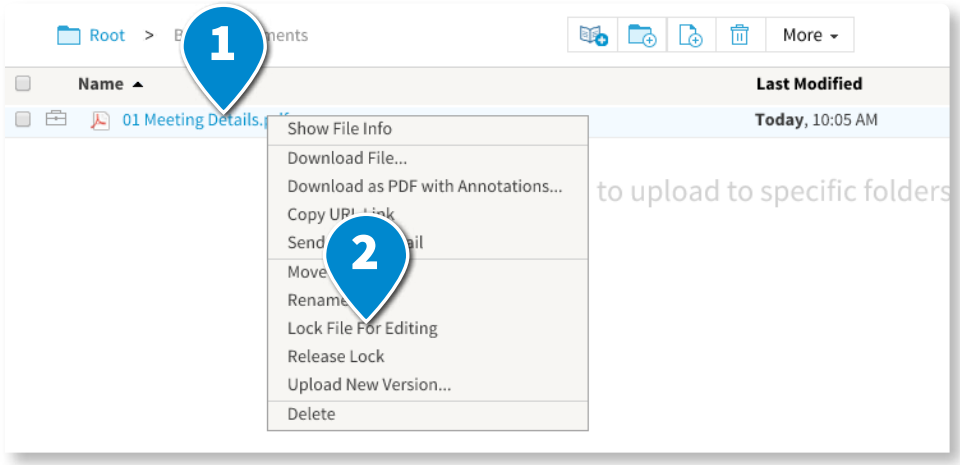
Locking and Releasing Files

Locking Files

You can lock a file to prevent others from editing it while you are working on its updated version. To lock files:

1. Click on the file.

2. Click **Lock File for Editing**.

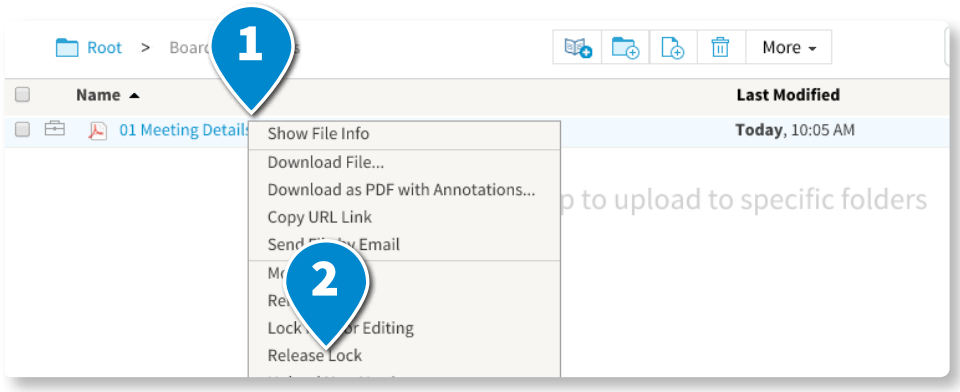


Releasing Files

After uploading a new version or if you need to let other users edit the file, make sure to release the file.

1. Click on the file.

2. Click **Release Lock**.



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Documents

Share Files with Other Users

Files can be shared via a link to the portal.

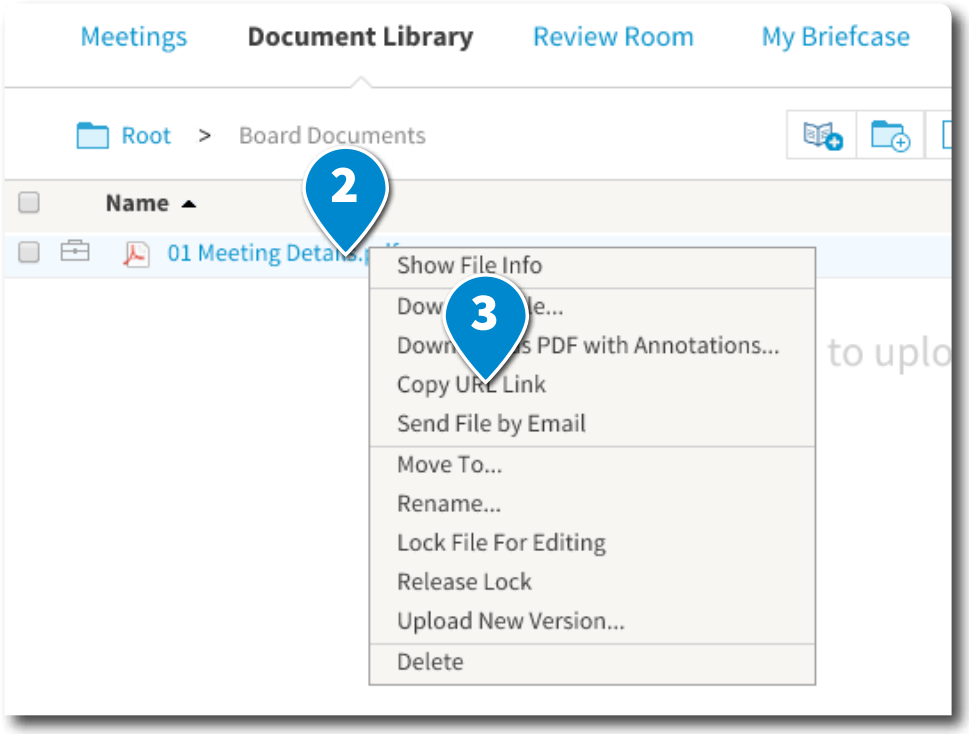
1. Under the **Document Library** tab, find the personal files you have access rights to, that you want to share.

2. **Click** on the file.

3. Click **Copy URL Link**.

4. Paste the link where you desire (e.g. in your email message).

Other users will need to have permission to access the file, even if they have the link. Please refer to the help topic **Manage Permissions**.



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Documents
Export Files

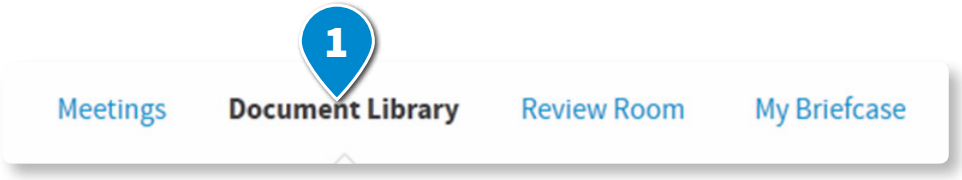
You can only export files that you have access rights to along with any annotations made on the file.

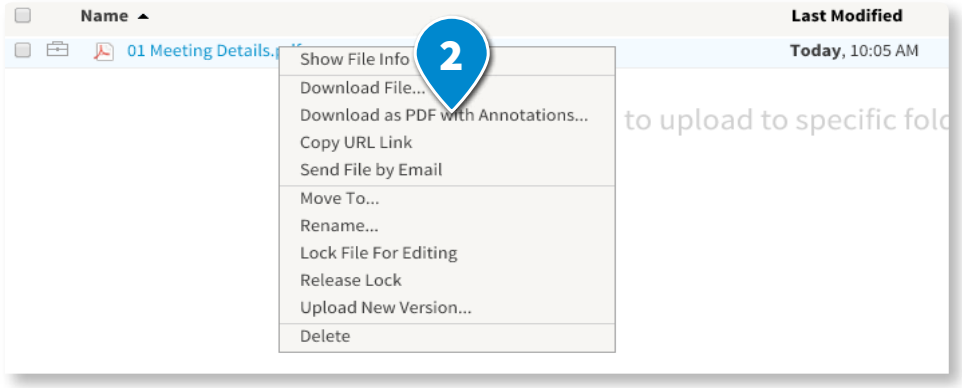
To export files:

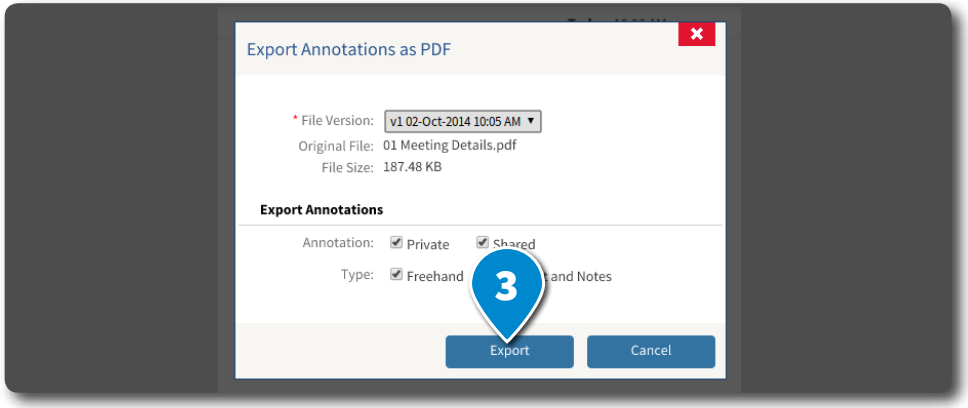
1. Under the **Document Library** tab, find the files you have access rights to, that you want to export.

2. Click the file and click **Download as PDF with Annotations...**

3. Click **Export**.







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Documents

Manage Permissions

Folders and File Permissions

Permissions can be managed by users who are administrators of the board, committee or organisation's library.

1. Under **Document Library**, right click on the file or folder whose permissions you want to change.

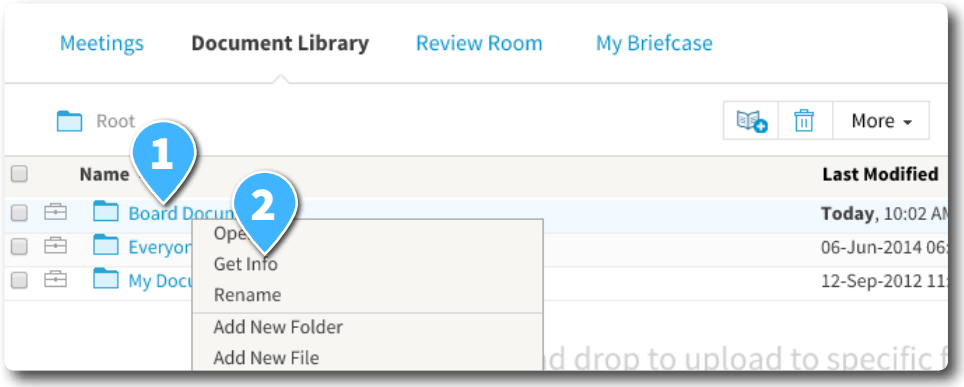
2. Click **Get Info**.

To grant permissions:

1. Under Security and Permissions, click **+**.

2. Select permission options.

3. Click **Add**.



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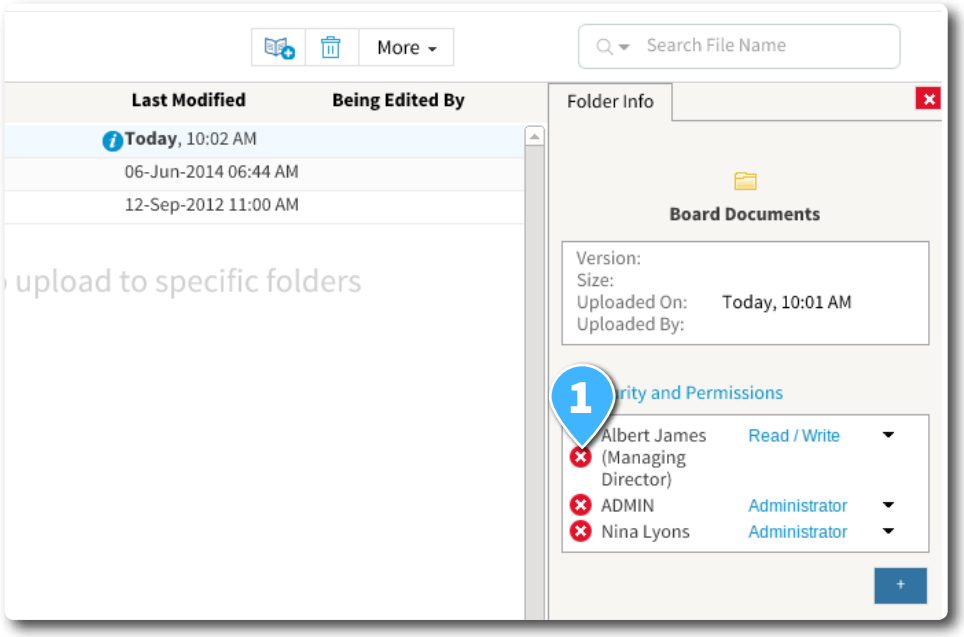
Documents
Manage Permissions

To revoke permissions:

1. Click **x** on the user whose permission you want to revoke.



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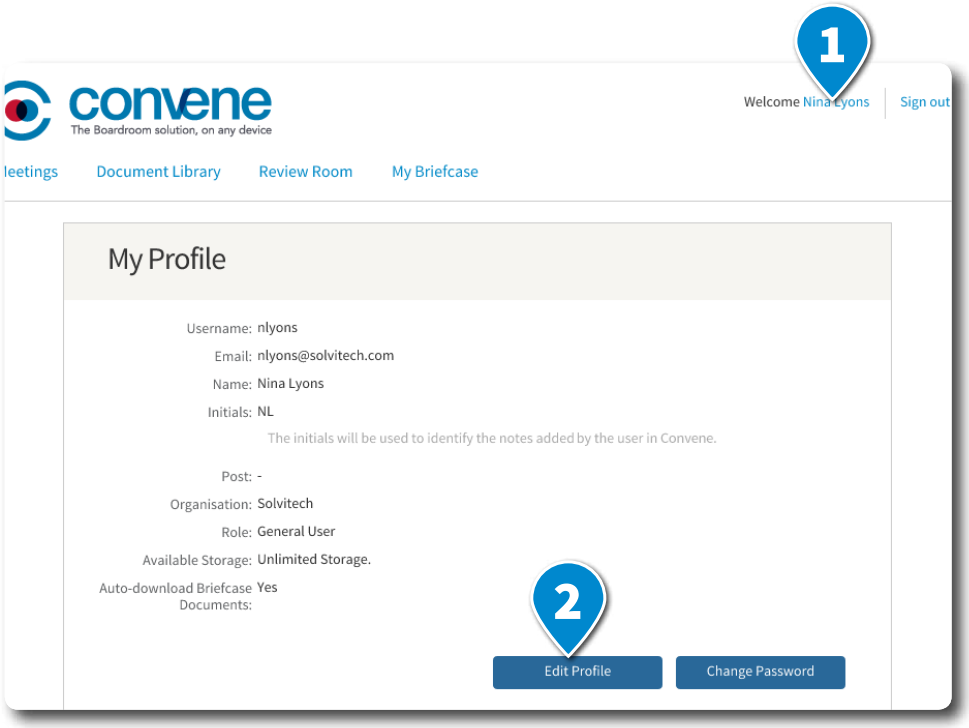
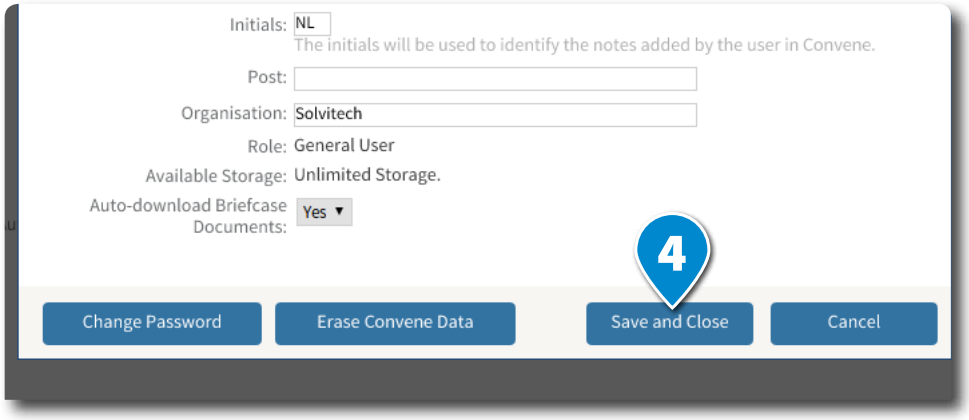
My Profile (Web Portal)
Edit Profile

1. Sign in to the portal and click on your name.
2. Click **Edit Profile**.
3. Make the changes you desire.
4. Click **Save and Close**.





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My Profile

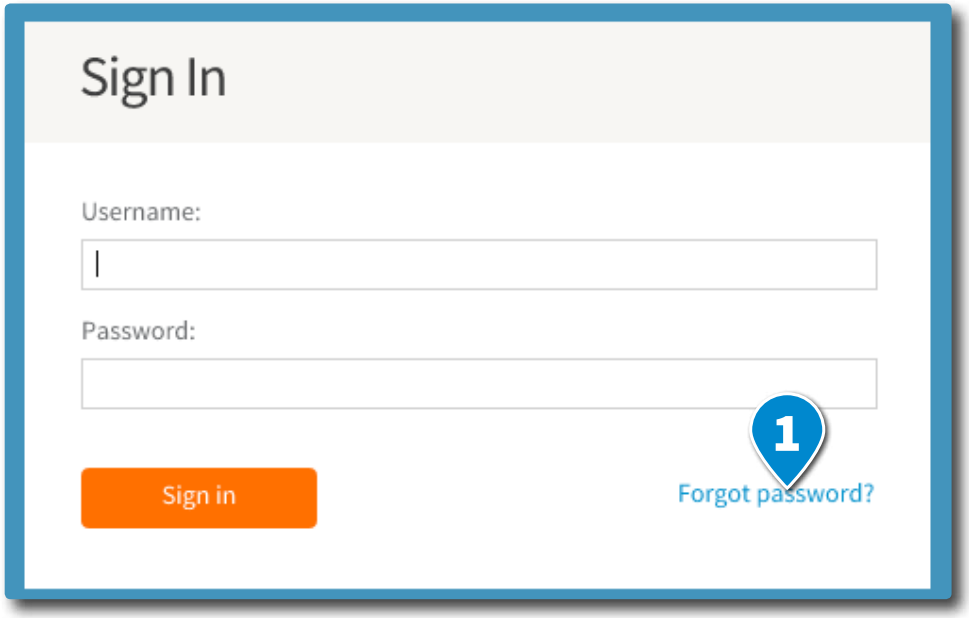
Changing a Forgotten Password

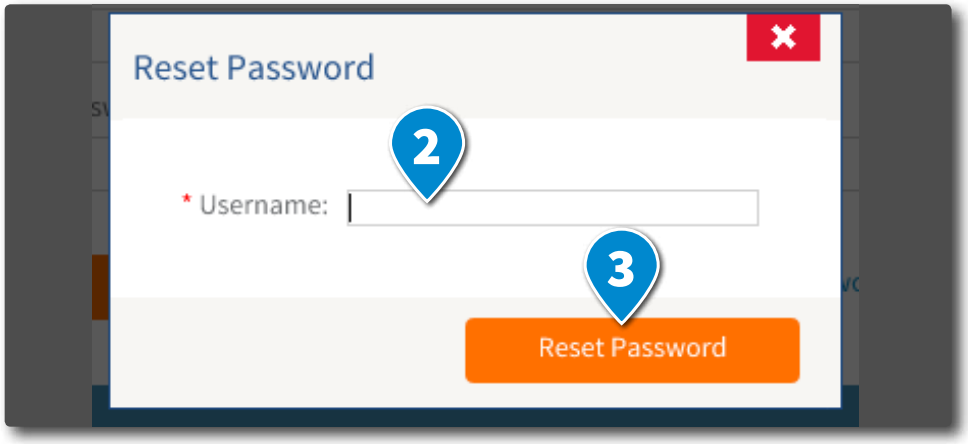
1. On the Sign In page, click **Forgot Password?**

2. Type your **Username** or **Email**. The system will send an email to the email address associated with the **Username** or to the specified Email sign in.*

3. Click **Reset Password**.

4. Open your email application and follow the instructions in the email sent by Convene.





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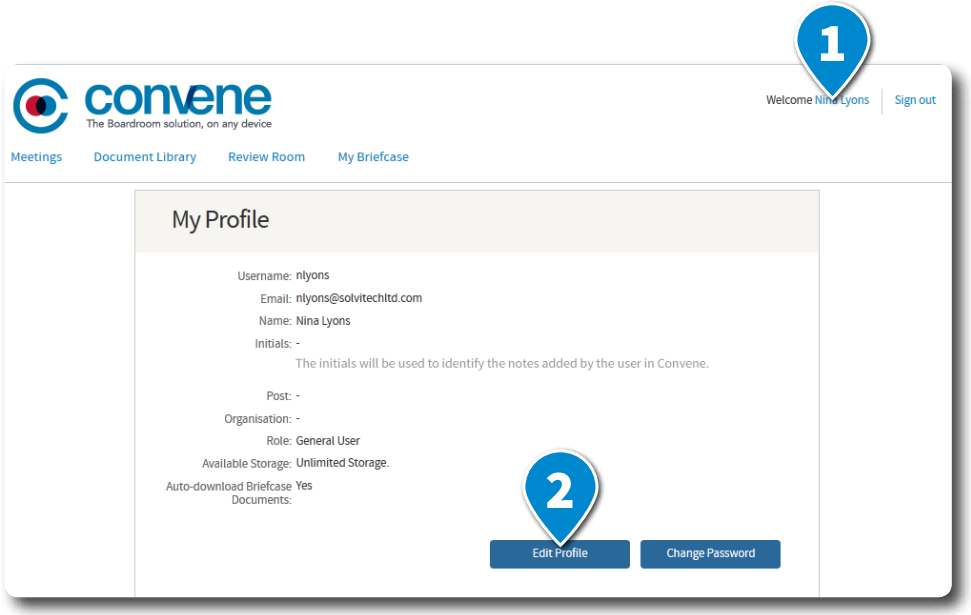
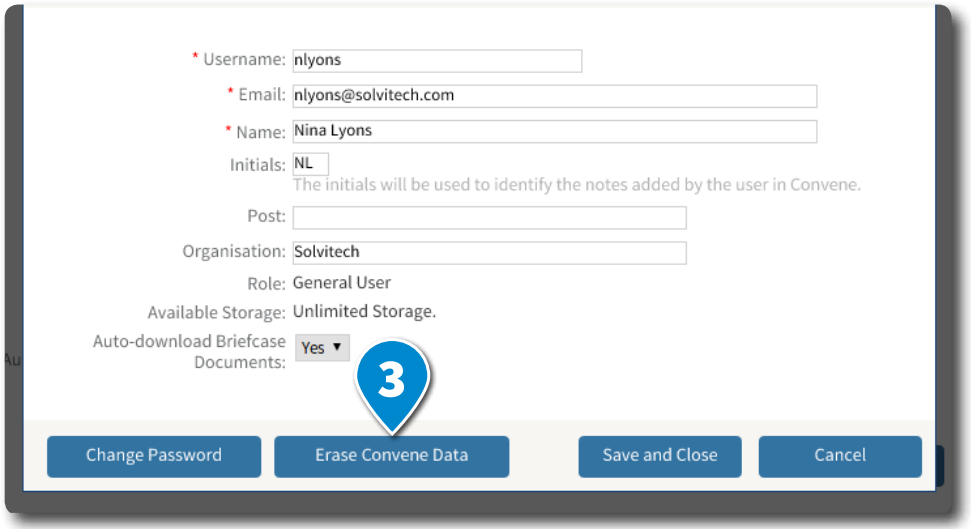
My Profile
Erase Remote Mobile App Data

1. Sign in to the portal and click on your name.
2. Click **Edit Profile**.
3. Click **Erase Convene Data**.





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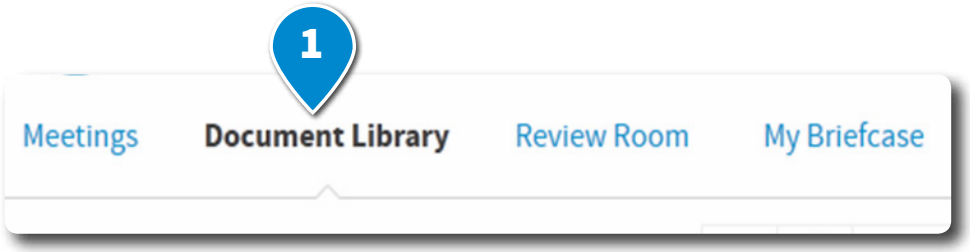
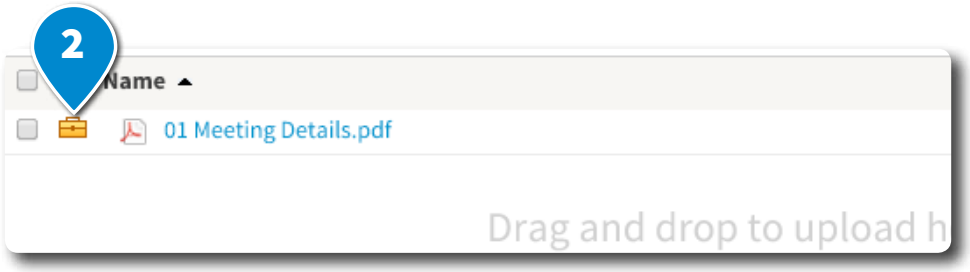
Documents
My Briefcase

Convene provides a digital briefcase that allows you to review your documents on the go, anywhere, anytime. My Briefcase files are autodownloaded by default, but you can configure this behaviour on your user profile in the web portal.

Adding Documents to My Briefcase Using the Portal



1. In the **web portal**, go to the **Document Library** tab.



2. Find the document you want to add to your briefcase and click on *.

* You can click it again to remove the document from the briefcase

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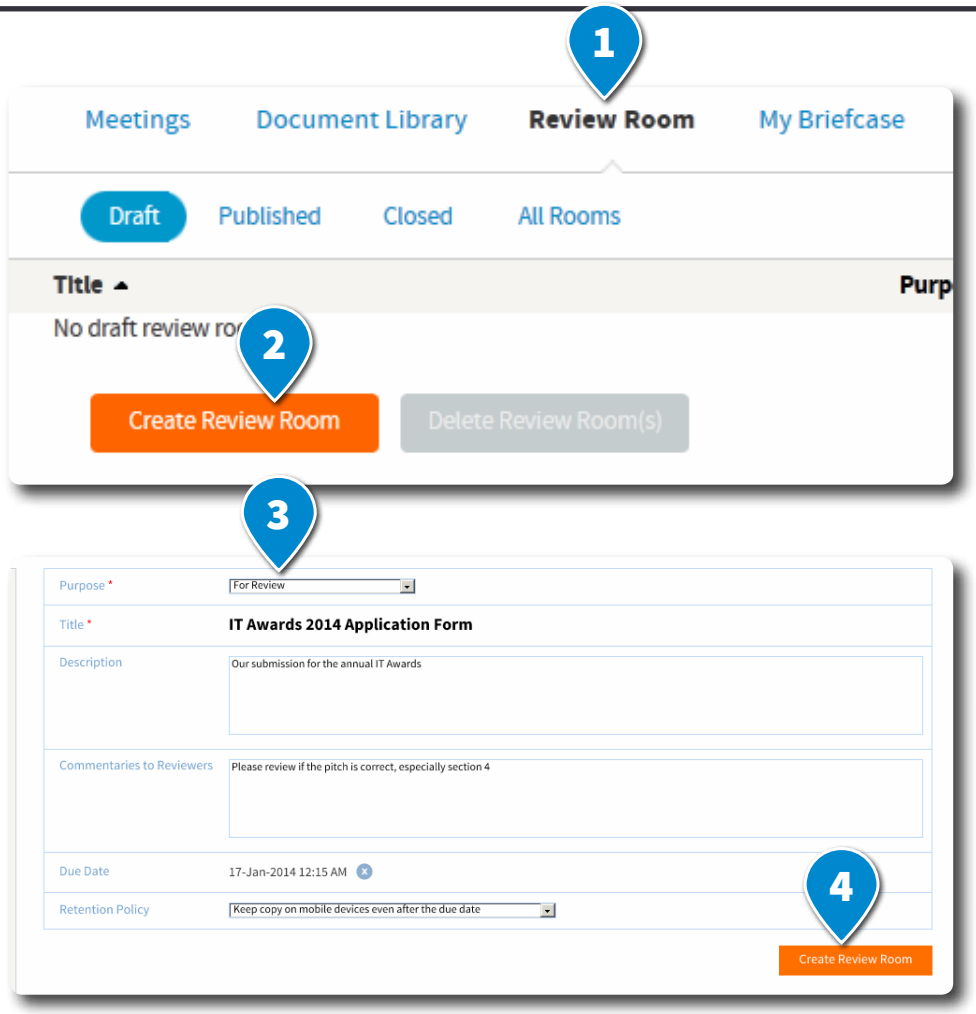
Documents
Review Room

Review Rooms let secretaries or organisers compile a list of reading materials then invite reviewers to download these materials for reading and annotation.



Creating a Review Room

1. In the web portal, go to **Review Room**.
2. Click **Create Review Room**.
3. Fill in the details.
4. Click **Create Review Room**.

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Review Room

5. Add additional organisers.

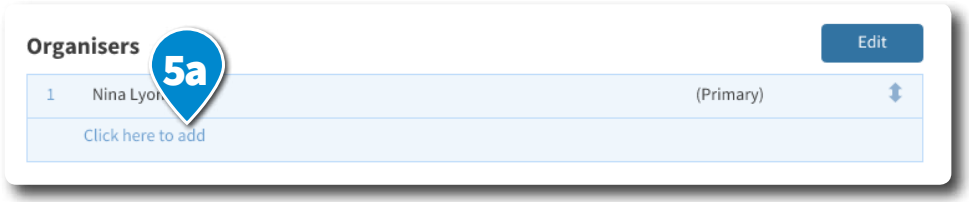
   Organisers are users who are in charge of managing the Review Room, e.g. adding participants and documents, tracking the status of review. By default, the user who created the Review Room is the primary organiser, but other organisers may be assigned as the primary.

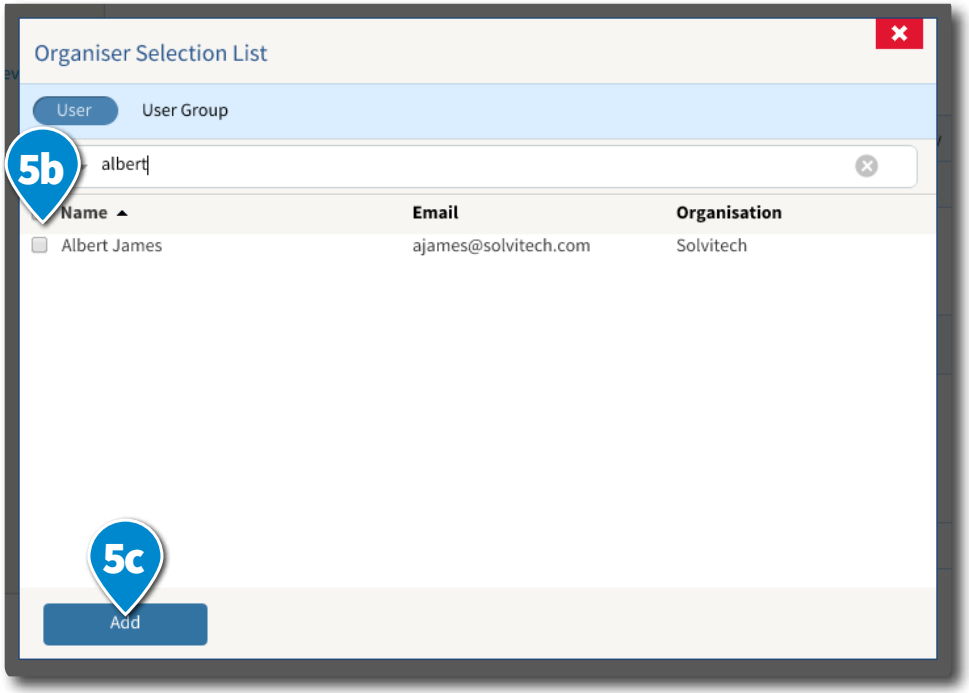
   The primary organiser may not be deleted.

   a. Click **Click here to add**.

   b. Select the users you want to add as organisers.

   c. Click **Add**.





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Documents
Review Room

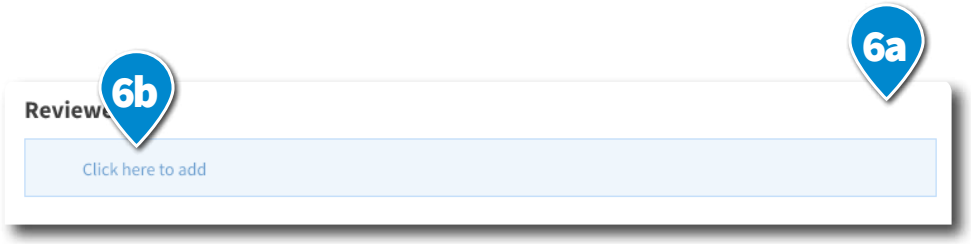
6. Add reviewers / approvers.

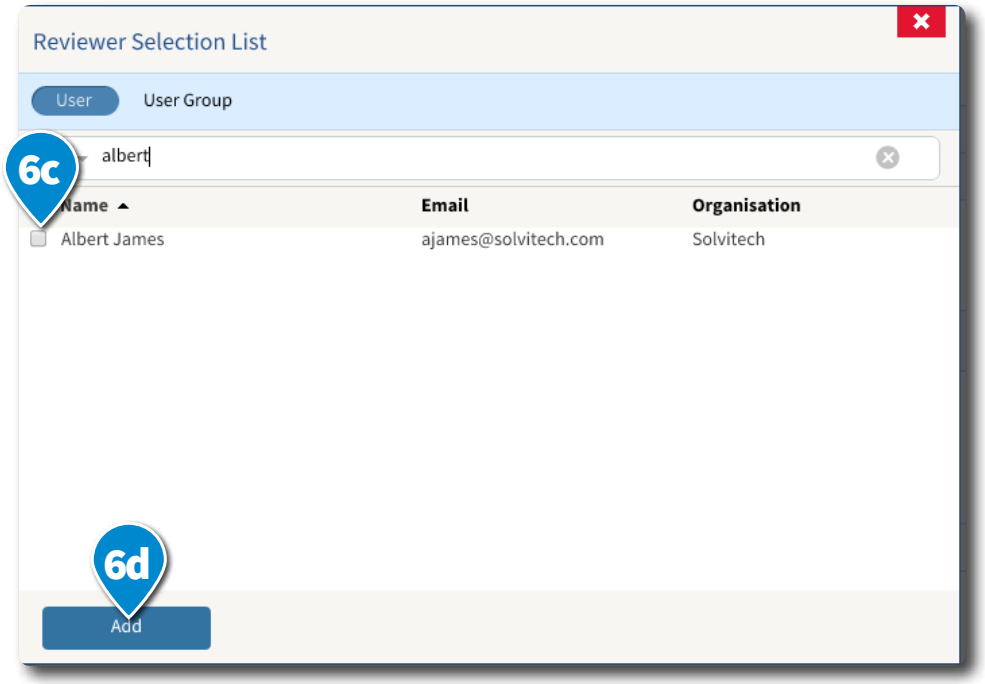
    a. Click **Edit**.

    b. Click **Click here to add**.

    c. Select the users you want to add as reviewers / approvers.

    d. Click **Add**.





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Documents
Review Room

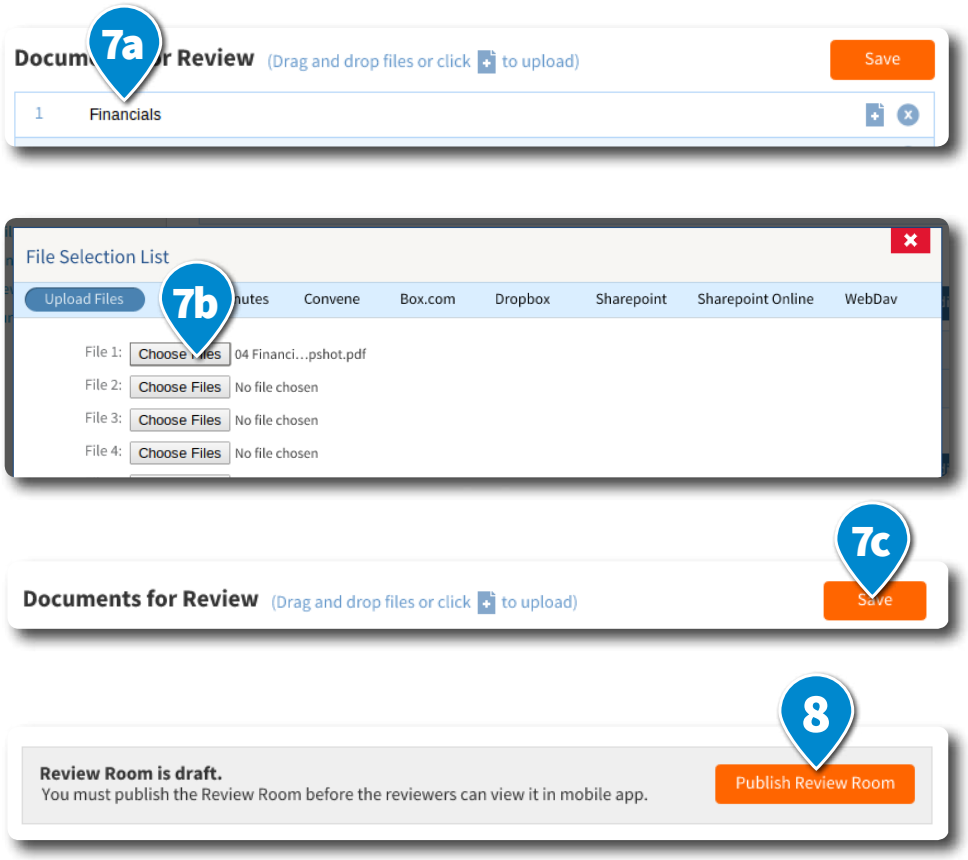
7. Add documents for review.

    a. Click **Enter title** to add topic / groupings.

    b. Upload documents for review via drag and drop or by clicking .

    c. Click **Save**.

8. Click **Publish Review Room** to notify reviewers and make the Review Room available on their mobile devices.



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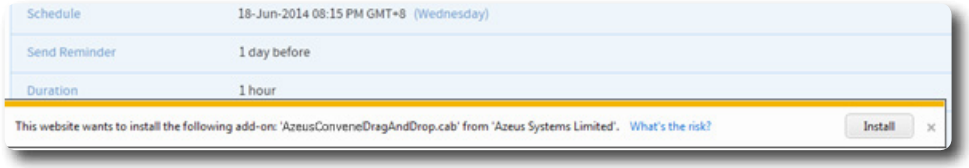
Appendix

Drag & Drop Upload for IE9

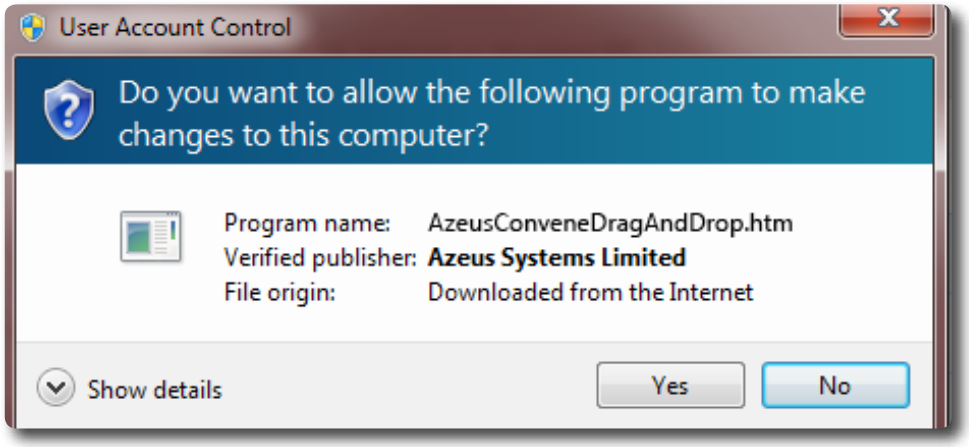
To enable drag and drop on IE9, organisers must install the relevant ActiveX component on their browser.

1. On the first time that you open the meeting details page, the browser will prompt you with a message.



2. Click **Install**.

3. Confirm the installation. You can now drag and drop files to upload.


User Account Control
Do you want to allow the following program to make changes to this computer?
Program name: AzeusConveneDragAndDrop.htm
Verified publisher: Azeus Systems Limited
File origin: Downloaded from the Internet
Show details
Yes
No

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